



TELSCOMBE TOWN COUNCIL

To: Chairman and Members of the
Amenities & Civic Centre Committee:-
Cllr D Brindley *Deputy Mayor*, Cllr C Clarkson *Chairman*,
Cllr C Gallagher, Cllr D Judd *Mayor*, Cllr L O'Connor,
Cllr B Page, Cllr C Robinson,
Cllr A Selby *Vice-Chairman* & Cllr A Smith

Telscombe Civic Centre
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20th September 2022

Dear Sir/Madam

You are hereby summoned to attend a meeting of the **Amenities & Civic Centre Committee** at Telscombe Civic Centre on **Monday 26th September 2022** at 7.30pm for the purpose of transacting the following business:-

Yours faithfully

Stella Newman, Town Clerk/RFO

AGENDA

1. Public question time - members of the public are welcome to attend and may ask questions relevant to the Committee at the commencement of the meeting for a period of fifteen minutes.
2. Apologies for absence and substitutions
3. To receive Members' declarations of interest in relation to matters on the agenda
4. To approve minutes of the meeting held on Monday 25th July 2022 – *see attached*
5. To receive action list – *see attached*
6. To note Income & Expenditure figures to 31st August 2022 – *see attached*
7. To review/update the Business Plan – *see attached*
8. To note amenities complaints since last meeting – *see attached*
9. Update on high priority items listed on the Access Report for Telscombe Town Council's green spaces – *see attached*
10. To consider purchasing an account with Survey Monkey – *see attached*
11. Update on playground inspection reports & to agree actions – *see attached*
12. To consider repairs to the green felt surfacing at Robert Kingan Playground – *see attached*
13. To consider removal of wooden posts at Robert Kingan Playground – *see attached*
14. Update on management plan & agree works required – *see attached*
15. To consider planting at bottom of 'pigs hill' in Chatsworth Park – *see attached*
16. Update on information boards – *see attached*
17. Update on registering Chatsworth Park & the Civic Centre as filming locations– *see attached*
18. Update on the Friendly Fox interactive game at Chatsworth Park and to ratify posters being put up – *see attached*
19. To ratify response to resident bordering Chatsworth Park – *see attached*
20. To consider adding grounds maintenance equipment in Chatsworth Park – *see attached*
21. To consider way forward with planting a hedgerow at the Copse – *see attached*
22. To note new server battery back-up – *see attached*
23. To agree the new lift service contract & repairs carried out – *see attached*
24. Future Events update/agreement – *see attached*

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25. Urgent matters at the discretion of the Chairman for noting or adding on a future agenda

The Council, members of the public and press may record/film/photograph or broadcast this meeting when the public and press are not lawfully excluded. Any member of the public who attends a meeting and objects to being filmed should advise the Clerk (in advance) who will ensure they are not included in the filming.

Date for next meeting of the Committee – 28th November 2022



TELSCOMBE TOWN COUNCIL

Minutes of a meeting of the AMENITIES & CIVIC CENTRE COMMITTEE held on Monday 25th July 2022 in Telscombe Civic Centre at 7.30 pm.

COMMITTEE MEMBERS PRESENT:- Councillors C Clarkson *Chairman*, C Gallagher, D Judd *Mayor*, L O'Connor, B Page, C Robinson, A Selby *Vice-Chairman* & A Smith

Also Present:- Stella Newman, Town Clerk & RFO
Bianca Buss, Amenities Officer (*minutes*)
1 member of the public

1560. PUBLIC QUESTION TIME

There were no questions from the member of the public.

1561. APOLOGIES FOR ABSENCE AND SUBSTITUTIONS

Cllr Brindley was absent but had not sent apologies.

1562. TO RECEIVE MEMBERS DECLARATIONS OF INTEREST IN RELATION TO MATTERS ON THE AGENDA

Cllr Clarkson advised that his wife works for Develop Outdoors.

1563. TO APPROVE MINUTES OF THE MEETING HELD ON 30th MAY 2022

It was proposed by Cllr O'Connor, seconded by Cllr Judd and unanimously **RESOLVED** that the minutes of the meeting held on Monday 30th May 2022 were a true record of the proceedings and were signed as correct by the Chairman, Cllr Clarkson.

1564. TO RECEIVE ACTION LIST

The action list was noted as follows:

Date of Meeting	Issue Detail	Action Owner	Update	Due Date
23.9.19	Min 1215, p 3053 – Proposals to increase Civic Centre revenue	SN	Cllrs Gallagher, Judd and Town Clerk to explore potential schemes and bring back to a future meeting. <i>Put on hold due to increase in Omicron Covid cases. Need to decide if still wish to proceed.</i>	Sept '22
27.1.20	Min 1251, p 3129 – To consider disposal of pool table	SN	Second-hand value to be ascertained and table then advertised for sale. <i>Was put on hold due to Covid & need to decide if still wish to proceed.</i>	Sept '22
27.9.21	Min 1453, p 3513 – To consider works to trees adjacent to properties bordering Chatsworth Park	BB	Planting of three new trees to be budgeted for & considered in autumn 2022 and alongside tree survey report. BB contacted 'trees for cities' for their programme in planting in coastal towns. Woodlands Trust also offering small saplings. To be taken to a future meeting.	Sept 2022

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1564. Action List (Contd)

Date of Meeting	Issue Detail	Action Owner	Update	Due Date
27.9.21	Min 1458, p 3515 – Update on Chatsworth Park South Playground gates and agree way forward	BB	Works were undertaken on 29 th May 2022.	Complete
27.9.21	Min 1461, p 3516 – To consider carbon footprint calculator for the Civic Centre	SN	Information on Civic Centre carbon footprint calculation to be taken to the Climate Change working group for consideration as to a way forward. <i>Meeting held recently & another will be scheduled for early October when Civic Centre sustainability will be discussed in more detail.</i>	January 2023
29.11.21	Min 1472, p 3513 – Update on the high priority items listed on the access report for Telscombe Town Council's green spaces	BB	An agenda item has been added concerning ratification of the pathway improvement survey.	See new agenda item
29.11.21	Min 1477, p 3514 – Update on placing bee hives on Telscombe Town Council owned land	BB	B&LBK investigating a manager to take on site, and have interest from one couple. If it goes forward, BB to investigate prices to replace the gate or have lockable posts.	Sept 2022
24.01.22	Min 1492, p 3593 – To agree annual playground area inspections	BB	LDC will carry out the 4 types of inspections on our 3 playgrounds in April or May 2022. Bianca has contacted LDC to find out when we will receive the reports.	Sept 2022
24.01.22	Min 1497, p 3594 – To agree estimate for painting Civic Centre downstairs windows	SN	The Civic Centre windows have now been painted.	Complete
24.01.22	Min 1499, p 3595 – To agree estimates for replacement fire doors at the Civic Centre	SN	Agreed to authorise SN to spend up to £7,200 + VAT for doors required. PO issued to Thomas Doors for £7,000 + VAT. Doors are being custom made. Exhibition area doors have been made & fitted and we are awaiting for remaining doors to be completed.	Sept 2022
21.03.22	Min 1515, p 3635 – To consider replacement springers in Chatsworth Park South Playground and Robert Kingan Playground	BB	Springers have now been installed and pictures provided to Committee via email.	Complete

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1564. Action List (Contd)

Date of Meeting	Issue Detail	Action Owner	Update	Due Date
21.03.22	Min 1516, p 3635 – To consider works to wetpour surfaces in Telscombe Town Council's three playgrounds	BB	Works due to be undertaken across the 3 playgrounds on 20.7.22.	Complete
21.03.22	Min 1520, p 3636 – To agree repair to Civic Centre roof	SN	Repairs have now been made to the Civic Centre roof. Insurance company are due to make payment of claim shortly.	Complete
21.03.22	Min 1523, p 3638 – Update on tree survey actions and to agree way forward with tree works	BB	Tree planting policy to be considered at meeting. Purchase Order issued to EH Treecare for works but delay due to nesting birds. Middlemarch have completed badger monitoring survey & roost assessment. Badger survey due end July & bat roost assessment findings added to this meeting.	See new agenda item Sept 2022 Aug 2022
21.03.22	Min 1524, p 3639 – Urgent Matters, bee homes	BB	Meridian School are putting the homes together and will advise us once they have completed the packs (due w/c 18/07).	July 2022
30.05.22	Min 1534, p 3678 – To review the Business Plan	SN	Business Plan strategic review meeting taken place & a revised plan taken to Full Council on 20.7.22 for approval. General comments still to be undertaken at Committee level.	Complete
30.05.22	Min 1536, p 3678 – Update on high priority items listed on the access report for Telscombe Town Council's green spaces	BB	Specification doc drafted to send to contractors for costs. An agenda item has been added concerning ratification of the pathway improvement survey.	Sept 2022 See new agenda item
30.05.22	Min 1537, p 3678 – To agree proof for Chatsworth Park information boards	SN	Information boards currently being manufactured.	Sept 2022
30.05.22	Min 1538, p 3678 – Update on playground inspection reports and to agree actions	BB	An agenda item has been added to this meeting with regards to the current update.	See new agenda item

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1564. Action List (Contd)

Date of Meeting	Issue Detail	Action Owner	Update	Due Date
30.05.22	Min 1539, p 3679 – To consider increasing the memory garden plaque price and to use new supplier	SN/BB	Memorial Policy noting plaque price increase to £20 will be taken to Sept's Full Council meeting for adoption. Article added to Town Crier newsletter.	Complete
30.05.22	Min 1540, p 3679 – To consider an application for a memorial bench in Robert Kingan Playground	BB	Bench and plaque have arrived and are awaiting installation.	Sept 2022
30.05.22	Min 1541, p 3679 – To consider recommendations from surveyor's report for suggested works in Chatsworth Park next to a property in Kirby Drive	BB	No response from contractors for quote to remove loose plant material and general debris and for re-grading and reduction of the lower sections of the bank. Will need to chase and/or contact further companies for prices.	Sept 2022
30.05.22	Min 1542, p 3679 – To consider estimates for tree works in Chatsworth Park	BB	Purchase Order issued to EH Treecare for works but delay due to nesting birds.	Sept 2022
30.05.22	Min 1544, p 3679 – To consider permanent shelter request and fencing request from Develop Outdoors for forest school activities	BB	An agenda item has been added to this meeting concerning the location & size of the posts for the shelter and area to be fenced.	See new agenda item
30.05.22	Min 1545, p 3680 – To ratify building a hibernacula in Chatsworth Park and consider building a second one	CCL	A new agenda item has been added to consider location of second hibernacula.	See new agenda item
30.05.22	Min 1546, p 3680 – To consider registering Chatsworth Park and the Civic Centre as filming locations	AG	Applications currently being put together by Admin & Finance Assistant.	Sept 2022
30.05.22	Min 1547, p 3680 – To consider a wildlife pond being added in Chatsworth Park	CCL	A new agenda item has been added to consider location of a wildlife pond in Chatsworth Park.	See new agenda item
30.05.22	Min 1548, p 3680 – To consider two wildflower meadow locations in Chatsworth Park	CCL	It was agreed to defer this item to the next Committee meeting.	See new agenda item

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1564. Action List (Contd)

Date of Meeting	Issue Detail	Action Owner	Update	Due Date
30.05.22	Min 1549, p 3680 – To consider adding a tree-lined path in Chatsworth Park	SN	Agreed not to progress with tree-lined pathway but hold a meeting to discuss planting at bottom of pigs hill.	See new agenda item
30.05.22	Min 1550, p 3681 – To consider replacing a fence bordering the Copse at Telcombe Cliffs Way with a hedgerow	SN/BB	Town Clerk has been successful in obtaining hedge pack from the Woodlands Trust, to be delivered Nov and planted by volunteers before March 2023.	Nov 2022
30.05.22	Min 1551, p 3681 – To consider replacing the steps in the Copse	BB	ID Verde to advise when they will be carrying out works to the steps in the Copse.	Sept 2022
30.05.22	Min 1552, p 3681 – To consider quotes for café feasibility study	SN/BB	The working group have held a meeting with Stickland Wright and are currently discussing locations and the next steps.	Sept 2022
30.05.22	Min 1553, p 3681 – To approve use of a container in Chatsworth Park for Wander Coffee	SN	An agenda item has been added to this meeting concerning update on the small container.	See new agenda item
30.05.22	Min 1554, p 3681 – To consider replacing damaged marquee parts	SN	Damaged marquee parts now replaced.	Complete
30.05.22	Min 1555, p 3681 – To consider way forward with the Boundary Policy	BB	Resident has been contacted to advise agreed way forward from A&CC meeting.	Complete
30.05.22	Min 1556, p 3682 – To agree renewal of gas and electricity supplies at the Civic Centre	SN	Renewal undertaken. Best deal was for 2 year contracts with EDF for electricity and SSE for gas.	Complete
30.05.22	Min 1559, p 3682 – Urgent Matters	SN	SN to write a report on recommendation for virement of funds. Detailed estimates of tree works etc need to be obtained before report can be written.	Nov '22

The Amenities Officer confirmed that the wetpour had now been repaired, as listed under minute 1516 on 21.3.22. She also advised that additional wetpour repairs had been highlighted in the playground inspection report to the following areas; roundabout surface and next to a springer at Robert Kingan Playground, infant climbing apparatus in Chatsworth Park North Playground and infant swings and trampolines in Chatsworth Park South (CPS) Playground. A price was obtained from DCM Surfaces (DCM) for the additional work and approved under the Town Clerk and Committee Chair's delegated authority and the majority of the extra work has been undertaken. Unfortunately, DCM advised that the surfaces to the trampolines at CPS were too damaged for them to repair and they would need to replace the whole section. A price is therefore awaited from DCM for the extra work.

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Cllr Clarkson as Chair of the Committee, asked that agenda item number 15 – 'Update on Develop Outdoors request to build a permanent shelter in Chatsworth Park,' be brought forward and that the meeting be adjourned to allow the member of the public speak. This was unanimously agreed by the Committee and the meeting was adjourned at 7.37pm.

1565. UPDATE ON DEVELOP OUTDOORS REQUEST TO BUILD A PERMANENT SHELTER IN CHATSWORTH PARK

The Amenities Officer had previously met with Develop Outdoors who confirmed they would like to erect a woven fence with two sides in one wooded area. On the other side of the pathway they wanted to erect 4 metal poles on each side of the old storage area to attach tarpaulin as a cover. Yolandi Taylor-Banks, who was happy for her name to be recorded in the minutes, is the Director of Develop Outdoors and advised the Committee that they would like to move the tarpaulin between the posts and the lower tree branches, depending on the weather and how windy it is. They plan to use branches in the park to make the woven fencing but it is likely they will need to purchase additional materials to complete the work.

Cllr O'Connor asked how the posts will be secured and Yolandi advised that they will be dug in and concreted. The concrete can be easily dug out if the Council would like the posts removed. The Committee noted that the old storage area had previously been agreed to host bee hives and Cllr Robinson asked Yolandi if Develop Outdoors had any other potential locations, which they did not. Following discussions, it was proposed by Cllr Judd, seconded by Cllr Selby and unanimously **RECOMMENDED** that Develop Outdoors be allowed to use both locations and that the Town Council informally contact Brighton & Lewes Beekeepers to ask if they can use an alternative area of the park.

The meeting reconvened at 7.50pm and Yolandi Taylor-Banks from Develop Outdoors left the meeting.

1566. TO NOTE INCOME & EXPENDITURE TO 30th JUNE 2022

The Town Clerk's report detailing any significant differences between budget and actual spend figures, along with the full income and expenditure list detailing the current budget lines for the Committee and Earmarked Reserves were noted. Cllr Robinson asked when the Civic Centre loans were due to be completed and the Town Clerk advised that she thought two loans are due to finish in 2024 and one in 2025, but she would have to check. It was unanimously **RECOMMENDED** that the income and expenditure figures for Amenities of £3,776 expenditure and income of £2,458 and Civic Centre expenditure of £11,552 and income of £11,552 at 30th June 2022 be accepted as correct.

1567. TO REVIEW/UPDATE THE BUSINESS PLAN

A strategic review of the Business Plan was recently undertaken and the new version had previously been agreed at Full Council. It was proposed by Cllr Smith, seconded by Cllr O'Connor and unanimously **RECOMMENDED** to accept the revisions and that project numbers 1 and 2 should be updated to include findings from the bat roost survey, which will be discussed later on in this meeting under agenda number 12.

1568. TO NOTE AMENITIES COMPLAINTS SINCE LAST MEETING

The list of complaints was noted by the Committee.



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1569. UPDATE ON HIGH PRIORITY ITEMS LISTED ON THE ACCESS REPORT FOR TELSCOMBE TOWN COUNCIL'S GREEN SPACES

The Committee considered the updates on the 16 urgent items on the access report. The Amenities Officer had drafted a survey to consult residents to see where they feel the need is most regarding pathway surfaces and this had previously been emailed to the Committee for agreement. The survey is running until the beginning of September. It was therefore proposed by Cllr Robinson, seconded by Cllr Judd and unanimously **RECOMMENDED** to **RATIFY** the survey.

1570. UPDATE ON PLAYGROUND INSPECTION REPORTS AND TO AGREE ACTIONS

The Amenities Officer confirmed that in the last week, further works had been undertaken in the playgrounds. Of the 72 items listed, 18 were either closed or added in error, authorisation had been given for works to be undertaken on 8 items, prices were being obtained for 28 items and 18 items have since been completed. This was **noted**.

1571. UPDATE ON MANAGEMENT PLAN

Cllr Clarkson reported that he had lifted the activities from the Management Plan and added it to the calendar provided to the Committee. He had also removed the clearing of deadwood and brush cuts from the zonal beds on the Management Plan as they are no longer required. It was proposed by Cllr Smith, seconded by Cllr O'Connor and unanimously **RECOMMENDED** to agree removal of the two items on the Management Plan.

The Amenities Officer had also undertaken inspections for the memory garden, zone 1 and zone 2, as highlighted on the Management Plan. She highlighted that weeds were growing from the paving slabs at the memory garden and it was noted that weeding would be undertaken by volunteers at the next volunteer session on 7th August 2022. Cllr O'Connor thanked Cllr Gallagher for tending to the central mound on the memory garden. Cllr Robinson asked if the Amenities Officer could investigate the painting of the ball wall with the Admin Assistant.

1572. TO DISCUSS FINDINGS FROM THE PRELIMINARY BAT ROOST ASSESSMENT IN CHATSWORTH PARK

There was much discussion on the Amenities Officer's report. 10 trees had been classified as having high potential to support roosting bats and the ecologist had recommended the Town Council obtain at least three dusk and/or dawn re-entry surveys. Two of the trees are in Park Avenue, outside the park border and owned by Lewes District Council. Six of the trees are listed in the tree survey where it had been agreed to carry out works which are due to be actioned imminently. Cllr Robinson asked if the works had been undertaken to the trees as yet. The Amenities Officer confirmed she had contacted the tree surgeon and is awaiting their response. It was **agreed** that the Amenities Officer will update the Committee once she had received a response.

Cllr Smith noted that only a small percentage of the trees assessed had high potential for roosting bats. Following consideration, it was proposed by Cllr Smith, seconded by Cllr Selby and unanimously **RECOMMENDED** that the Town Council do not go forward with the tree dusk and/or dawn re-entry surveys and that the 10 trees are listed in the Business Plan.

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1572. To discuss findings from the preliminary bat roost assessment in Chatsworth Park (Contd)

Cllr O'Connor felt the public should be informed that the survey had been undertaken and that the park has several trees with high potential for bat roosting. It was therefore proposed by Cllr O'Connor, seconded by Cllr Judd and unanimously **RECOMMENDED** that the Town Council inform the public via social media and the Town Crier newsletter of the study undertaken and ask that any residents inform the Town Council if they spot a bat in the park.

1573. TO AGREE FOR A WILDLIFE POND AND SECOND HIBERNACULA BEING ADDED IN CHATSWORTH PARK

The report from the Amenities Officer documented Cllr Clarkson's proposed locations for a second hibernacula and wildlife pond in Chatsworth Park. Several locations had been put forward by Cllr Clarkson and his preference was for the hibernacula to be built just off the pathway at the top of Pigs Hill. He also proposed the pond be built on the eastern side of the park, near to the trees that cross the park to Bridle Way. As there were no concerns with the hibernacula it was proposed by Cllr Clarkson, seconded by Cllr Judd and unanimously **RECOMMENDED** that Cllr Clarkson's preferred location for the hibernacula be agreed.

Cllr Smith felt that the wildlife pond might raise concerns with some residents and that the important ecological benefits would need to be explained. Cllr Robinson suggested that the information could be added on our website and linked to a QR code. Cllr Clarkson advised that it may take time to accumulate funds for the pond. Following consideration it was proposed by Cllr Clarkson, seconded by Cllr Selby and **RECOMMENDED** by a majority for the pond to be positioned at the proposed site, on the eastern side of the park. Cllr Gallagher abstained.

1574. TO CONSIDER TWO WILDFLOWER MEADOW LOCATIONS IN CHATSWORTH PARK

Two wildflower locations were considered by the Committee. Site 1 was positioned at the old car park and site 2 in the far northwest of the park, bordering Kirby Drive. Cllr Clarkson suggested that the two areas could be roped off with a sign to inform the public that the areas are being allocated as wildflower meadows. He advised he will be willing to self-fund the seeds, which are specific for woodland areas.

Following consideration, it was proposed by Cllr Clarkson, seconded by Cllr Judd and unanimously **RECOMMENDED** that a wildflower meadow be located on site 1 at the old car park, on the right hand side as you walk up from the gate on Kirby Drive. It was also proposed by Cllr Clarkson, seconded by Cllr Page and unanimously **RECOMMENDED** that a wildflower meadow be located at site 2, on the field located northwest of the park leading north from Chatsworth Park North playground. As this area is used by contractors to access the playground and cut the hedge, it was agreed for the meadow to be 2 metres wide and positioned 1 metre away from the footpath and 1 metre away from the hedge to allow them access.

1575. TO NOTE THE EMERGING GREEN INFRASTRUCTURE REPORT

Cllr Gallagher highlighted that a green infrastructure report had been drawn up following the research undertaken to support the Neighbourhood Development Plan. A spreadsheet had also been prepared, to be used as a working document for the Town Council. Cllr Gallagher also



1575. To note the emerging green infrastructure report (Contd)

provided a document, setting out planning policy reasoning and future possibilities. This was noted by the Committee.

1576. TO CONSIDER TREE POLICY

The Committee considered the tree policy. It was proposed by Cllr Robinson, seconded by Cllr Judd and unanimously **RECOMMENDED** that the draft policy be amended to remove 'specifically Chatsworth Park and the Copse, Telscombe Cliffs' from the first sentence and the revised draft be taken to Full Council for adoption.

1577. TO CONSIDER ACCEPTING OAK TREE SAPLINGS

The Amenities Officer's report stated that a resident had kindly offered to donate 6 oak sapling trees free of charge. Following consideration, it was proposed by Cllr Robinson, seconded by Cllr Judd and unanimously **RECOMMENDED** that the Town Council accept the saplings and they be planted in the autumn in Chatsworth Park.

1578. TO CONSIDER PURCHASING ADDITIONAL BENCHES FOR CHATSWORTH PARK

The Committee considered the request to purchase additional benches for the field near the car park in Chatsworth Park. Cllr Clarkson noted that the Town Council do not have the funds to add additional benches and that the storage container rented by Wander Coffee had several tables and chairs inside. It was therefore proposed by Cllr Clarkson, seconded by Cllr Judd and unanimously **RECOMMENDED** that new benches are not purchased, but that we offer Wander Coffee the use of some Town Council deckchairs for additional seating options.

1579. TO RATIFY AGREEMENT OF SHIPPING CONTAINER COLOUR FOR WANDER COFFEE IN CHATSWORTH PARK

It was proposed by Cllr Judd, seconded by Cllr Smith and unanimously **RECOMMENDED** to **RATIFY** the decision for Wander Coffee to place a blue container in Chatsworth Park, next to the portable toilet, which had previously been agreed by a majority via email.

1580. TO CONSIDER EXTENDING WANDER COFFEE'S CONCESSION

The report from the Amenities Officer was considered by the Committee. Wander Coffee's concession is valid to 30th September 2022, with the proviso they continue to pay a fee of £40 per week to cover the portable toilet hire. Cllr Page asked if the Town Council had any updated financial figures from Wander Coffee which we do not and it was agreed to ask for them via the working group. Cllr Smith was unsure on the financial implications listed on the report, which stated that the café budget is £3,500. The Town Clerk confirmed that the budget is for costs connected with a possible café in the park and nothing to do with the café concession. It was proposed by Cllr Robinson, seconded by Cllr Smith and unanimously **RECOMMENDED** to extend Wander Coffee's concession until 31st March 2023 on the proviso they continue to pay the £40 weekly charge.



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1581. TO CONSIDER WANDER COFFEE'S REQUEST TO SELL ALCOHOL AT CHATSWORTH PARK DURING AUGUST

Wander Coffee had approached the Town Clerk to seek permission to sell Pimms in Chatsworth Park during August. They would also like to stay open until 5pm on hot days. Following consideration, it was proposed by Cllr Smith, seconded by Cllr O'Connor and **RECOMMENDED** by a majority that Wander Coffee be allowed to sell Pimms between the hours of 12 midday and 5pm during August. Cllr's Judd and Page abstained.

1582. TO CONSIDER PLANTING AT BOTTOM OF 'PIGS HILL' IN CHATSWORTH PARK

Cllr's Gallagher, O'Connor and Robinson met with the Town Clerk to discuss possible planting at the bottom left-hand corner of Pigs Hill. The working group suggested the area is rotavated to clear the vegetation, grass seed be sown and a walkway be added with bark chippings held in place either side with logs. Shrubs could then be planted and a bench added for the public to sit.

Cllr Clarkson advised that there is no finance in place and Cllr Smith was concerned that this location is next to a potential badger sett. Following consideration, it was proposed by Cllr Page, seconded by Cllr Robinson and **RECOMMENDED** by a majority to defer the item until the badger survey is received. Cllr's Gallagher and O'Connor abstained.

1583. TO CONSIDER ESTIMATES FOR BIRD PROOFING SOLAR PANELS AT THE CIVIC CENTRE

The Committee considered the Town Clerk's report, along with several estimates for cleaning and bird proofing the solar panels at the Civic Centre. Following consideration, it was proposed by Cllr Selby, seconded by Cllr Judd and unanimously **RECOMMENDED** to proceed with Titan Eco's estimate of £1,808 plus VAT for installing Black SolaSkirt around the sides of the solar panels to include panel cleaning and removal of accessible bird nests and gutter clean.

1584. FUTURE EVENTS

The Amenities Officer advised that the events working group had not met recently, but she would arrange something shortly. In the meantime, contact had been made with the children's party entertainer to see if he had availability to host a Halloween Party. He confirmed availability on Sunday 30th October 2022 between 4-6pm at a cost of £125. Following consideration, it was proposed by Cllr Gallagher, seconded by Cllr Judd and unanimously **RECOMMENDED** to go forward with the children's Halloween Party, with Councillor volunteers running the event.

1585. URGENT MATTERS AT THE DISCRETION OF THE CHAIRMAN FOR NOTING

Cllr O'Connor again raised concerns regarding a fire risk on the Tye following a resident complaint and Chatsworth Park, which had previously been discussed at Full Council. He asked the Town Clerk if she had contacted the East Sussex Fire and Rescue Service yet and she advised no. Cllr Smith advised that he felt the litter bins in Chatsworth Park should be moved away from the trees.

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1585. Urgent Matters at the discretion of the Chairman for noting (Contd)

The Amenities Officer advised that when progressing the memorial bench at Robert Kingan Playground, it was brought to the Town Council's attention that the price for installing the bench was based on concrete pads for the feet only and not installation on a concrete block as stated at a previous meeting. She asked if the Councillors would be happy for only the legs to be placed on concrete and this was **agreed**.

There being no further business the meeting closed at 9.26pm.

Signed.....
CHAIRMAN

NB Next meeting of the Committee - Monday 26th September at 7.30 pm

Agenda Item 5 - Amenities and Civic Centre Action List
26th September 2022

Date of Meeting	Issue Detail	Action Owner	Update	Due Date
23.9.19	Min 1215, p 3053 – Proposals to increase Civic Centre revenue	SN	Cllrs Gallagher, Judd and Town Clerk to explore potential schemes and bring back to a future meeting. <i>Put on hold due to increase in Omicron Covid cases. Need to decide if still wish to proceed.</i>	Sept '22
27.1.20	Min 1251, p 3129 – To consider disposal of pool table	SN	Second-hand value to be ascertained and table then advertised for sale. <i>Was put on hold due to Covid & need to decide if still wish to proceed.</i>	Sept '22
27.9.21	Min 1453, p 3513 – To consider works to trees adjacent to properties bordering Chatsworth Park	BB	Town Council have received Oak tree saplings, which can be planted in place of the three trees removed.	Complete
27.9.21	Min 1461, p 3516 – To consider carbon footprint calculator for the Civic Centre	SN	Information on Civic Centre carbon footprint calculation to be taken to the Climate Change working group for consideration as to a way forward. <i>Meeting held recently & another will be scheduled for early October when Civic Centre sustainability will be discussed in more detail.</i>	January 2023
29.11.21	Min 1477, p 3514 – Update on placing bee hives on Telscombe Town Council owned land	BB	B&LBK have advised they are re-looking at all their sites due to the costs involved & are currently unable to investigate new sites. They will contact us in the future if they are able to open a new site	Complete
24.01.22	Min 1492, p 3593 – To agree annual playground area inspections	BB	LDC advised that the annual playground inspections started across the district on 22.08.22 & reports on our playgrounds will be with them soon.	Nov 2022
24.01.22	Min 1499, p 3595 – To agree estimates for replacement fire doors at the Civic Centre	SN	Exhibition area doors have been fitted. Remaining doors have been made & to be fitted by end September.	Sept 2022
21.03.22	Min 1523, p 3638 – Update on tree survey actions and to agree way forward with tree works	BB	Purchase Order issued to EH Treecare for works but delay due to nesting birds & badger survey. Middlemarch have completed badger monitoring survey and findings emailed to Committee.	Nov 2022 Nov 2022

Agenda Item 5 - Amenities and Civic Centre Action List
26th September 2022

			EH Treecare asked not to carry out works to trees within the 30m exclusion zone as we need to apply for a Natural England Licence. This needs to be completed by an ecologist so liaising with Middlemarch.	
21.03.22	Min 1524, p 3639 – Urgent Matters, bee homes	BB	Meridian School were not able to complete the project in the summer term so will put the homes together in the autumn.	Nov 2022
30.05.22	Min 1536, p 3678 – Update on high priority items listed on the access report for Telscombe Town Council's green spaces	BB	8 contractors contacted for costs but no response so asked PTC and LDC for alternative companies. LDC were unable to assist but PTC provided us with another name. Emailed details over, deadline Wed 28.09.2022.	Nov 2022
30.05.22	Min 1537, p 3678 – To agree proof for Chatsworth Park information boards	SN	Information boards have arrived at Civic Centre. Committee to agree locations.	See new agenda item
30.05.22	Min 1540, p 3679 – To consider an application for a memorial bench in Robert Kingan Playground	BB	Bench and plaque have been installed.	Complete
30.05.22	Min 1541, p 3679 – To consider recommendations from surveyor's report for suggested works in Chatsworth Park next to a property in Kirby Drive	BB	10 contractors contacted for costs but no response so asked PTC and LDC for alternative companies. LDC were unable to assist but PTC provided us with another name. Emailed details over, deadline Wed 28.09.2022.	Nov 2022
30.05.22	Min 1542, p 3679 – To consider estimates for tree works in Chatsworth Park	BB	Purchase Order issued to EH Treecare for works but delay due to nesting birds & badger survey.	Nov 2022
30.05.22	Min 1546, p 3680 – To consider registering Chatsworth Park and the Civic Centre as filming locations	AG/BB	Registration fees apply.	See new agenda item
30.05.22	Min 1550, p 3681 – To consider replacing a fence bordering the Copse at Telscombe Cliffs Way with a hedgerow	SN/BB	Hedgerows due to be received shortly.	See new agenda item

Agenda Item 5 - Amenities and Civic Centre Action List
26th September 2022

30.05.22	Min 1551, p 3681 – To consider replacing the steps in the Copse	BB	Works to the Copse are currently being carried out by ID Verde.	Sept 2022
&30.05.22	Min 1552, p 3681 – To consider quotes for café feasibility study	SN/BB	The working group have been in correspondence with Stickland Wright with regards to the proposed layout and starting to investigate materials and décor.	Nov 2022
30.05.22	Min 1559, p 3682 – Urgent Matters – funds for grounds maintenance works	SN	SN to write a report on recommendation for virement of funds once detailed costings of tree works obtained.	Jan '23
25.07.22	Min 1565, p 3714 – Update on Develop Outdoors request to build a permanent shelter in Chatsworth Park	BB	Contact made with Brighton & Lewes Beekeepers to advise the area they wanted is being used & ask if they can use an alternative area of the park. They have confirmed they are re-assessing all their sites and cannot assist with bee hives at this time. Develop Outdoors working on the shelter & fence over Sept.	Complete Nov 2022
25.07.22	Min 1567, p 3714 – To review/update the Business Plan	SN	Project numbers 1 & 2 to be updated to include the findings from the bat roost survey.	Nov 2022
25.07.22	Min 1571, p 3715 – Update on Management Plan	BB	Clearing of deadwood and brush cuts from the zonal beds have been removed from the management plan. Volunteers to undertake weeding of paving slabs at Memory Garden at volunteer sessions. Local artist agreed to paint ball wall and we are awaiting first copy of drawing, which will be forwarded to Committee once received.	Complete Complete Complete
25.07.22	Min 1572, p 3715 – To discuss findings from the preliminary bat roost assessment in Chatsworth Park	BB SN	Awaiting way forward from tree surgeon regarding works to trees that have high bat roosting potential. Town Crier article to be drafted for October's newsletter. The 10 trees to be listed in the Business Plan.	Nov 2022 Nov 2022
25.07.22	Min 1573, p 3716 – To agree for a wildflower pond and second hibernacula being added in Chatsworth Park	BB	Countrymans contacted to ask they don't cut area for second hibernacula. CCL to obtain funds for pond. Once created, info to be added to our website and QR code linked.	Complete Mar 2023

Agenda Item 5 - Amenities and Civic Centre Action List
26th September 2022

25.07.22	Min 1574, p 3716 – To consider two wildflower meadow locations in Chatsworth Park	BB	Cllrs Clarkson, Selby and volunteers have roped off wildflower location adjacent to Kirby Drive, north of Chatsworth Park North playground. The wildflower meadow by the old carpark will be completed next autumn. A large amount of bramble cut back will also need to be undertaken.	Complete Sep 2023
25.07.22	Min 1576, p 3717 – To consider tree policy	SN	Revised draft policy to be taken to Full Council for adoption.	Sept 2022
25.07.22	Min 1577, p 3717 – To consider accepting oak tree saplings	BB	Tree saplings at Civic Centre and will need to be planted in the park in the autumn.	Oct 2022
25.07.22	Min 1578, p 3717 – To consider purchasing additional benches for Chatsworth Park	SN	SN informed Wander Coffee that there is no budget for additional benches and were offered use of the Town Council deckchairs.	Complete
25.07.22	Min 1580, p 3717 – To consider extending Wander Coffee's concession	BB	Wander Coffee have verbally agreed to extend the concession and we are now awaiting their signed forms.	Nov 2022
25.07.22	Min 1581, p 3718 – To consider Wander Coffee's request to sell alcohol at Chatsworth Park during August	SN	Wander Coffee have been informed that they can sell Pimms in August between 12 midday and 5pm.	Complete
25.07.22	Min 1582, p 3718 – To consider planting at bottom of 'Pigs Hill' in Chatsworth Park		Item was previously deferred until receipt of badger survey, which has now been received.	See new agenda item
25.07.22	Min 1583, p 3718 – To consider estimate for bird proofing solar panels at the Civic Centre	SN	Titan Eco due to install Black SolaSkirt around the sides of the solar panels end Sept.	Sept 2022
25.07.22	Min 1584, p 3718 – Future Events	BB	Halloween party has been booked.	Complete

AGENDA ITEM	6
REPORT TO	Amenities & Civic Centre
REPORT FROM	Stella Newman, Town Clerk & RFO
MEETING DATE	25 th July 2022
SUBJECT	To note Income & Expenditure to 31 st August 2022

1. INTRODUCTION

Detailed income and expenditure sheets printed from our accounts package are attached for both the Amenities and Civic Centre Committees and also the Earmarked Reserves.

2. INFORMATION

The actual year to date figures at 31st August 2022 are:-

Amenities - Income of £3,727 and expenditure of £11,079.

Civic Centre – Income of £9,578 and expenditure of £16,522.

Explanations for major variations are as follows:-

Amenities

1054-105 Income entertainment – The actual year to date figure is £790, all of which is income from the summer fayre, either through stalls or advertising from contractors and £117 from the inflatable bounce attraction.

4363-105 Town entertainments – The majority of the expenditure relates to items for the summer fayre, but £376.77 is for the Civic Centre annual umbrella licence and annual premises licence. Although this budget line is showing as overspent by £202, it is offset by the income in 1054-105.

1065-202 Income miscellaneous - £920 is the licence fee paid for the café concession from April to August and £662 is part of the donation from the TRA towards the information boards. (The other £2,338 donation from the TRA is allocated to P&R for the Tye boards)

4098-201 Play equipment replacement – we have committed to put £14,000 into an Earmarked Reserve at year end.

Civic Centre

1004-301 – income of £250 is the insurance claim settlement for the storm damaged roof (net of the £250 excess).

4404-301 External/internal decorating - £1,000 is payment for the downstairs front window painting. The remainder of the invoice being £860 was taken from the 9012-910 earmarked reserve.

4412-301 Water and sewage – the water bill is paid in 2 parts, with the second payment due in September.

4414-301 Gas – We received a refund from British Gas as they cancelled our service contract for the boilers, but had taken payments in error.

Earmarked Reserves

Explanations for these 2 committees as follows:

9011-910 Park/playground refurbishment – the majority of the expenditure relates to replacement springs & parts for all the trampolines, x3 new springies and wetpour surface repairs.

9035-910 Grounds maintenance – payment of £4,416 was for the bat roost and badger assessment reports.

9040-910 Community café – hire of portaloos costs

3. RECOMMENDATION

It is recommended to note the figures.

4. FINANCIAL IMPLICATIONS

We are due to undertake a lot of general grounds maintenance works and it is doubtful that the budget and earmarked reserve will be enough to cover the work required.

Detailed Income & Expenditure by Budget Heading 31/08/2022

Month No: 5

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>Amenities</u>							
<u>105 Town Events</u>							
1054 Income entertainment	0	790	100	(690)			790.0%
Town Events :- Income	0	790	100	(690)			790.0%
4363 Town Entertainment / Events	66	1,202	1,000	(202)		(202)	120.2%
4365 Entertainment consumables	56	56	100	44		44	55.9%
Town Events :- Indirect Expenditure	121	1,258	1,100	(158)	0	(158)	114.3%
Net Income over Expenditure	(121)	(468)	(1,000)	(532)			
<u>201 Parks, Open Spaces/Playgrounds</u>							
4098 Playground equipment Replaceme	0	0	14,000	14,000	14,000	0	100.0%
4100 Playgrounds Spare Parts/Repair	529	662	2,000	1,338		1,338	33.1%
4101 Grounds Maintenance	0	657	10,000	9,343		9,343	6.6%
4104 Works contract 1, playgrounds	619	2,556	7,850	5,294		5,294	32.6%
4105 Works contract 2 -trees/hedges	555	1,335	2,600	1,265		1,265	51.3%
4106 Works contract 3 - small grnd.	85	445	1,800	1,355		1,355	24.7%
4107 Playground inspections	390	1,170	2,700	1,530		1,530	43.3%
4108 Miscellaneous expenditure	2,506	2,506	0	(2,506)		(2,506)	0.0%
Parks, Open Spaces/Playgrounds :- Indirect Expenditure	4,684	9,331	40,950	31,619	14,000	17,619	57.0%
Net Expenditure	(4,684)	(9,331)	(40,950)	(31,619)			
<u>202 Amenities General</u>							
1062 Income memorial benches	0	1,150	1,150	0			100.0%
1063 Income memory garden plaques	20	205	300	95			68.3%
1065 Income miscellaneous	(2,138)	1,582	0	(1,582)			0.0%
Amenities General :- Income	(2,118)	2,937	1,450	(1,487)			202.6%
4351 Seats and Notice Boards	0	0	1,500	1,500		1,500	0.0%
4357 Memorial benches	0	426	1,150	724		724	37.0%
4358 Memory garden plaques	0	65	300	235		235	21.6%
4360 Cafe concession	0	0	3,500	3,500		3,500	0.0%
Amenities General :- Indirect Expenditure	0	491	6,450	5,959	0	5,959	7.6%
Net Income over Expenditure	(2,118)	2,446	(5,000)	(7,446)			
Amenities :- Income	(2,118)	3,727	1,550	(2,177)			240.5%
Expenditure	4,805	11,079	48,500	37,421	14,000	23,421	51.7%

Detailed Income & Expenditure by Budget Heading 31/08/2022

Month No: 5

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>Civic Centre</u>							
<u>301 Civic Building</u>							
1000 Income Civic Centre -room hire	822	5,787	10,000	4,213			57.9%
1002 Income - C Centre FIT payments	0	1,888	4,800	2,912			39.3%
1003 Income - C Centre mast rental	0	1,653	6,615	4,962			25.0%
1004 Income miscellaneous	250	250	0	(250)			0.0%
Civic Building :- Income	1,072	9,578	21,415	11,837			44.7%
4401 General Repairs	904	992	2,000	1,008		1,008	49.6%
4402 Consumable Supplies	66	375	900	525		525	41.7%
4403 Equipment Maintenance	110	1,351	2,000	649		649	67.6%
4404 External/Internal Decorating	0	1,000	1,000	0		0	100.0%
4406 Refuse collection	15	478	1,100	622		622	43.4%
4407 Equipment	425	470	1,250	780		780	37.6%
4411 Rates	1,206	6,029	15,000	8,971		8,971	40.2%
4412 Water and Sewage	0	837	1,900	1,063		1,063	44.0%
4413 Electricity	0	290	2,550	2,260		2,260	11.4%
4414 Gas	127	180	3,250	3,070		3,070	5.5%
4419 Internal/external works	0	0	2,000	2,000		2,000	0.0%
Civic Building :- Indirect Expenditure	2,853	12,002	32,950	20,948	0	20,948	36.4%
Net Income over Expenditure	(1,781)	(2,425)	(11,535)	(9,110)			
<u>302 Civic Building Loan</u>							
4060 Loan Accounts	0	4,520	9,500	4,980		4,980	47.6%
Civic Building Loan :- Indirect Expenditure	0	4,520	9,500	4,980	0	4,980	47.6%
Net Expenditure	0	(4,520)	(9,500)	(4,980)			
Civic Centre :- Income	1,072	9,578	21,415	11,837			44.7%
Expenditure	2,853	16,522	42,450	25,928	0	25,928	38.9%

Detailed Income & Expenditure by Budget Heading 31/08/2022

Month No: 5

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>Earmarked Reserves</u>							
910 Earmarked Reserves							
9011 Park/Playground refurbishment	4,663	15,071	103,182	88,111		88,111	14.6%
9012 Civic Centre Maintenance	0	1,360	13,275	11,915		11,915	10.2%
9013 Information Technology	0	0	1,000	1,000		1,000	0.0%
9014 Telscombe Tye	6,000	6,000	57,850	51,850		51,850	10.4%
9018 Tye Signage Expenditure	0	0	1,743	1,743		1,743	0.0%
9020 Youth Projects Expenditure	0	0	3,018	3,018		3,018	0.0%
9021 Election Expenses	0	0	10,169	10,169		10,169	0.0%
9023 Street Lighting Expenditure	0	350	19,428	19,078		19,078	1.8%
9026 Councillor training	0	200	3,500	3,300		3,300	5.7%
9027 Burial fees	0	1,500	2,350	850		850	63.8%
9028 Bus shelters	687	687	6,763	6,076		6,076	10.2%
9029 Street furniture	0	0	3,000	3,000		3,000	0.0%
9030 CCTV	0	0	2,110	2,110		2,110	0.0%
9032 Website	0	0	1,420	1,420		1,420	0.0%
9033 Telephones	0	0	5,000	5,000		5,000	0.0%
9035 Grounds maintenance	4,416	4,416	9,396	4,980		4,980	47.0%
9036 Coastal Management	0	0	30,000	30,000		30,000	0.0%
9037 CIL monies	0	5,010	10,059	5,049		5,049	49.8%
9038 Neighbourhood Plan	0	0	2,161	2,161		2,161	0.0%
9039 Clifftop fencing	0	0	711	711		711	0.0%
9040 Community cafe	177	874	2,567	1,693		1,693	34.1%
9041 Tye management	0	0	3,413	3,413		3,413	0.0%
9043 Bridleway 8 gate key deposits	0	100	300	200		200	33.3%
9044 Wave Leisure	0	0	1,500	1,500		1,500	0.0%
Earmarked Reserves :- Indirect Expenditure	15,943	35,568	293,915	258,347	0	258,347	12.1%
Net Expenditure							
	(15,943)	(35,568)	(293,915)	(258,347)			
Earmarked Reserves :- Income	0	0	0	0			0.0%
Expenditure	15,943	35,568	293,915	258,347	0	258,347	12.1%
GRAND TOTALS:- Income	132,801	287,774	296,595	8,821			97.0%
Expenditure	41,981	144,061	591,782	447,721	14,000	433,721	26.7%

AGENDA ITEM	7
REPORT TO	Amenities & Civic Centre Committee
REPORT FROM	Stella Newman, Town Clerk & RFO
MEETING DATE	26 th September 2022
SUBJECT	To review/update the Business Plan

1. INTRODUCTION

A Business Plan update is provided on all Council and Committee agendas so that we can ensure we are working towards the agreed activities.

2. INFORMATION

A strategic review of the Business Plan was recently undertaken by a working group and revisions to the layout and content drafted. The revised version was taken to full Council on 20th July and approved.

It was agreed at the working group that any general comments within the ACC section will continue to be amended at Committee level.

3. RECOMMENDATION

That the Committee review and update any comments in the Business Plan as required.

4. ENVIRONMENTAL IMPACT

The Business Plan includes a climate emergency response.

5. FINANCIAL IMPLICATIONS

There will be financial implications we will need to consider for progressing elements of the plan.

Business Plan v 2.5

PART 2 of the business plan sets out a programme of work to be carried out between the dates shown including intervals of review and projected delivery dates adopted at Full Council TBA (soon). PART 1 working group Notes

SECTION I - AMENITIES & CIVIC CENTRE COMMITTEE

Project	Objective	Activity	Responsible Person	Key Review Dates	Committee	Project Delivery Date
1	Tree Survey	To survey the trees in Chatsworth Park and the Copse.	AO, TC	Yearly	ACC	Ongoing
2	Tree Works	Tree works to continue as required by the survey reports in Chatsworth Park and the Copse.	AO, TC	Yearly	ACC	Ongoing
3	Establish a maintenance and regular inspections for play equipment in the playgrounds in Chatsworth Park & Robert Kingan & keep	Keep the play equipment in a safe and good condition and all areas clean and tidy	AO, TC & ACC & volunteers	6 monthly	ACC	Ongoing

2020 - 2021

2021 - 2022

2022 - 2023

V2.5 20/07/22

Business Plan v 2.5

	areas clean and tidy		Monthly volunteer litter picks organised in addition to contractors.	TC & AO			
4	New Council Contracts – Contract specification to pay the living wage to employees	Early appraisal of grounds maintenance contract renewal due in 2021. Examine potential to combine all existing contracts.	Examine tender requirements of the new contracts and encourage quality over price outcomes. – x3 separate new contracts agreed and contractors agreed at A/CC following tender process. Contracts for 3 years commencing 1.4.21. BUDGET IMPLICATIONS	TC & AO	Renew contract x3 due April 2024 – start new tender process in April 2023	ACC & FC	Complete
5	New Café in Chatsworth Park Project	Examine the feasibility of building a new café in Chatsworth Park	Working group set up. Agreed at committee to trial a café concession to test market. Concession started April 2021 and agreed at ACC in Sept '21 to extend to March '22. Agreed at ACC in March '22 to further extend to Sept '22. Covenants for Park examined by LDC lawyer & report received. Additional Cllrs & staff joined working group to take project forward. Agreed at full Council in Nov '21 to get feasibility study. Working	AO & TC	Ongoing	ACC	May 2023

Business Plan v 2.5

6	<p>Declare Climate Change Emergency - Activity for ACC and FC</p>	<p>Declare Climate Emergency and aim for TTC to become carbon neutral by 2030.</p>	<p>group agreed spec & quotes due in May 2022.</p> <p>BUDGET IMPLICATIONS</p> <p>Deliver a number of initiatives through the committee system. Proposed Tree Planting scheme with residents unable to proceed due to underground services & same applies to planting of bushes as an alternative. Aim to replace any tree cut down as part of Chatsworth Park maintenance. Council will aim to not monoculture greenspaces and invest in diverse species. Advertise the solar panels savings in CO2 and clean energy generation in quarterly newsletter. Explore the opportunities to provide EV charging point(s) at Civic Centre. Civic Centre now a Water Refill point.</p> <p>BUDGET IMPLICATIONS</p> <p>Single Use Plastics Policy adopted at Council meeting on 16.9.20. Joint working party set up with PeacehavenTC, as well as</p>	<p>TC & AO</p> <p>CR</p>	<p>Ongoing</p> <p>Com- plete</p> <p>Com- plete</p>	<p>ACC & FC</p> <p>ACC</p> <p>2023</p>	<p>Com- plete</p>
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Business Plan v 2.5

7	Explore the possibility of adding cycle routes in Chatsworth Park	In conjunction with the NP working group explore possibility to encourage the use of cycles safely	TTC's own separate committee which is Climate Change & Biodiversity Working Group. Local residents consulted and not keen on cycle routes in park, therefore this has been put on hold. BUDGET IMPLICATIONS Long term plans for cycle route throughout Peacehaven & Telscombe Cliffs.	AO & TC	Ongoing Yearly	ACC ACC	2023 n/a		
8	Chatsworth Park and The Copse Management Plan	To provide clear guidelines for park management.	Draft Management Plan and Boundary Policy agreed at ACC in Sept '21 & adopted at full Council in Nov'21. Take Ecological Report into consideration when decision making.	CCLK		ACC/FC	January 2022		
9	Youth Services	Look at expanding opportunities to provide youth services support in the Towns	Report to Committee members to inform the discussion on exploring new opportunities to work with The Joff (Peacehaven) Youth Centre. Joint project agreed with Peacehaven TC & ESCC, put on hold due to Covid-19. Await revised details from ESCC. BUDGET IMPLICATIONS	TC & CR		ACC	May 2022		

Business Plan v 2.5

10	Look at ways of increasing income at Civic Centre	Working group to explore options with TC to increase Council hire income	To explore additional markets including business meeting rooms. Consider alternatives for hard to rent rooms such as room 6 - consultations with possible new clients with the offer of loyalty and other incentive schemes to returning customers. BUDGET IMPLICATIONS	TC	6 monthly	ACC	Nov 2022
11	Civic Centre Sustainability	Explore ways of cost reduction	Look at energy supplies, boilers, solar panels and battery options.	ACC/TC	Feb 2023	ACC	May 2024
12	Telephone network upgrade	Digitise network to assist with possible use as business centre.	To explore and agree digitising telephone network before the 2025 switch off of analogue and ISDN.	ACC/TC	Feb 2024	ACC	May 2024

This is a dynamic plan and by this it is meant that new work can be added and existing work or that completed or found not to be viable or necessary can be removed.

Abbreviations

- TC – Town Clerk
- AO – Amenities Officer
- P&R – Policy Resources
- ACC – Amenities/Civic Centre
- P&H – Planning and Highways
- CCLK – Cllr Clarkson
- DJ – Cllr Judd
- CR – Cllr Robinson
- FC - Full Council
- NDP - Neighbourhood Plan
- TTC - Telscombe Town Council
- PHTC - Peacehaven Town Council
- LDC - Lewes District Council

AGENDA ITEM	8
REPORT TO	Amenities & Civic Centre Committee
REPORT FROM	Bianca Buss, Amenities Officer
MEETING DATE	26 th September 2022
SUBJECT	To note amenities complaints since last meeting

1. INTRODUCTION

A report on complaints associated with this Committee is placed on every Amenities & Civic Centre agenda.

2. INFORMATION

Details with regards to the complaint, action taken and current status are listed on the attached spreadsheet. There are eight new complaints raised since our last Committee meeting.

3. RECOMMENDATION

I recommend that the Committee note the complaints received.

4. ENVIRONMENTAL IMPACT

The environmental impact will be considered when carrying out any works in response to a complaint.

5. FINANCIAL IMPLICATIONS

N/A

Complaint No	Date received	Taken to A&CC	Area	Category	Nature of complaint	Most recent action taken	Current status
6	17.12.2021	24.01.2022	Chatsworth Park	Trees	Resident had previously complained about trees bordering her property not being cut but could see works actioned to border of Kirby Drive. Unhappy hers were not being carried out as well.	04.07 - There are 3 trees bordering the residents property that require works, as listed on most recent tree survey. PO issued to EH Treecare to undertake works. 08.09 - Delay due to badgers in this location. In contact with Middlemarch concerning applying for a Natural England Licence.	Ongoing
22	14.05.2022	30.05.2022	Chatsworth Park	Vegetation	Russian vine is growing back in the park, to the border of residents property.	14.09 - Countrywide have carried out works.	Completed 14.09.2022
25	09.06.2022	25.07.2022	Civic Centre	Solar panels	Resident reported weeds growing out of solar panels, which will damage electricity supply	12.09 - Works due to be undertaken imminently.	Ongoing
27	20.07.2022	26.09.2022	Chatsworth Park	Fire Risk	Resident asked we carry out a Risk Assessment in Chatsworth Park following fires across the country.	22.07 - This was discussed at Full Council and provided resident update from that meeting.	Completed 22.07.2022
28	20.07.2022	26.09.2022	Chatsworth Park	Trees	Trees overhanging property	20.07 - Informed resident that the trees will be cut back as per the tree survey report and due to be undertaken following bird nesting season.	Completed 20.07.2022
29	29.07.2022	26.09.2022	Chatsworth Park	Café	Resident asked if the fencing near the café could be moved to around the tables, to stop dogs who are off the leads disturbing the café customers.	29.07 - Advised the fencing is positioned to stop vehicles driving into the park and it is the dog owners responsibility to have their dogs under control. SW Wander Coffee who have not seen or received any comments concerning this issue.	Completed 29.07.2022
30	05.08.2022	26.09.2022	Chatsworth Park South Playground	Dogs	Three families and their dogs were in the playground over the weekend.	11.08 - Additional dog signs added to the gates on all three playgrounds.	Completed 11.08.2022
31	05.08.2022	26.09.2022	Chatsworth Park	Trees	Email received from MP Office. Resident had contacted them directly to complain about trees in the park encroaching their border. This has over the years damaged their property, light and use of television and internet	26.08 - Provided time line of correspondence & asked they keep us updated. Town Clerk, District Councillors & County Councillor cc'd in for information.	Completed 26.08.2022
32	07.08.2022	26.09.2022	Chatsworth Park	Trees	White Poplar which was removed in May 2021 is now encroaching border and shoots invading their back garden.	15.09 - Obtained advice from Apen Treecare. BB to liaise with residents.	Completed 15.09.2022
33	11.08.2022	26.09.2022	Chatsworth Park	Health & Safety	Resident requested signs be added to the park to ask people not to leave their uneaten food in the undergrowth. On 2 occasions her dog has found food and this could make the animals unwell if they eat it.	16.08 - Decided not to add signs in the park as residents should know it is not acceptable to leave food behind and we cannot add signs for everything.	Completed 16.08.2022
34	17.08.2022	26.09.2022	Chatsworth Park South Playground	Dogs	Resident called to advise that although there are signs on the gate, people are in the playground with their dogs.	17.08 - Visited playground to ask they leave but not there upon our arrival.	Completed 17.08.2022

AGENDA ITEM	9
REPORT TO	Amenities & Civic Centre Committee
REPORT FROM	Bianca Buss, Amenities Officer
MEETING DATE	26 th September 2022
SUBJECT	Update on high priority items listed on the Access Report for Telscombe Town Council's green spaces

1. INTRODUCTION

As previously agreed, the Council Officers are currently investigating the 22 high priority recommendations on the Access Report.

2. INFORMATION

The attached spreadsheet provides an update on the 16 urgent items for consideration by this Committee. Any recommendations that come under Telscombe Tye will be taken to the Policy & Resources Committee.

Of these 16 items, 9 have been completed, 6 are currently being explored (listed as ongoing) and 1 is on hold until May 2023.

Items 4.1 and 4.2 recommends we carry out a rolling programme of improvement and maintenance of path surfaces around Chatsworth Park and item 9.4 recommends we obtain feedback about the park and its accessibility. A survey was advertised for residents to complete, with the results due to be taken to the next meeting.

3. RECOMMENDATION

I recommend the Committee note the information on the attached spreadsheet.

4. ENVIRONMENTAL IMPACT

The Town Council's green spaces need to be accessible for everyone.

5. FINANCIAL IMPLICATIONS

There will be financial implications to progress items in the report.

No. & Element	Current Situation	Recommendation	Update	Status
1.1 Online – website accessibility & usability	<p>There is no information about the accessibility of the website on the Town Council website. Assessing the accessibility and usability of a website is a specialist area. It is important to ensure the website is as user-friendly as possible to a wide audience.</p>	<p>The accessibility and usability of the website to be reviewed by specialists and the recommendations acted on. The website should aim to meet Level AA of the W3C Web Accessibility Guidelines. The review process should include usability testing with an experienced group of users, particularly those who use screen readers or Easy Read text.</p>	<p>The Town Council website has been updated to make it accessible for all users. An accessibility statement has been added under our Policies section.</p>	Completed
1.2 Online – information about access	<p>There is no information about the accessibility of each of the sites on their respective pages. In research carried out by the Sensory Trust 42% of respondents said the main reason for not visiting their local park was lack of information.</p>	<p>Some information about the accessibility of each of the sites, in the form of a Visitor Guide, to be included on the webpages with photos and an illustrative map would be particularly helpful to disabled people who may be thinking of visiting. Include images of a diverse population to show that everyone is welcome. Information to include: • Parking and transport information • Location and access information about WCs, refreshment facilities. And other facilities</p> <ul style="list-style-type: none"> • Range of activities available • Opening times or any restrictions (such as at Telscombe Tye where they may be cattle grazing) • Information on guided tours or events <p>Map to include elements such as accessible parking opportunities, location of bus stops, location of level access and step-free routes (where they exist), information about path surfaces, widths and steepness (if steep), and provision of resting places and nearest toilets.</p>	<p>The Admin Assistant has completed this piece of work - details found on TTC website</p>	Completed

No. & Element	Current Situation	Recommendation	Update	Status
2.1 Parking & public transport	Information about parking and public transport opportunities is very important for many disabled visitors.	Ensure that information about parking near the Park (i.e. street parking near the more accessible routes) and the location of any bus stops is made available in the Visitor Guide online.	As per 1.2	Completed
2.2 Arrival	There are several key points of entry around the park. An information board at these entries would help orientate people and inform their decision about where to go in the park. This should include a park map with the accessible features on it (as described in 1.2 above). At the moment there is one noticeboard at an entrance off Ambleside Avenue but this is information about TTC meetings etc.	Provide a map at the main entrances (near bus stops and in the car park and at other key entrances) to the park which shows the key features of the park such as steps, location of resting places, toilets and other facilities (where applicable), steepness of slopes, surface of paths, distances etc.	Information boards have arrived at the Civic Centre and due to be installed shortly.	Ongoing
3.2 North Playground entrance from Kirby Drive	This entrance is opposite a well populated housing estate but there is no controlled crossing for residents crossing the road to the park.	Work with highways to explore the option of installing a controlled crossing from the housing side of Kirby Drive to the park side. This then will need to connect up with a route into the park (preferably as step-free one).	Agreed at A&CC 21/03/2022 to re-look in the future, but currently do not have funds to consider at this stage.	On hold until May 2023
3.9 North Playground top entrance	The slope down from this entrance is steep which is a barrier for a step-free approach.	See 3.1. It is recommended that the mainstep-free route is changed as in 3.1.	Previously agreed by this Committee not to create a path but to replace the steps as recommended in points 3.3-3.7. Trying to obtain prices but not receiving any response from co's.	Ongoing

No. & Element	Current Situation	Recommendation	Update	Status
3.12 Car Park entrance via Park Avenue	There is a small car park for the Park at the entrance off Park Avenue on the south west side of the Park. The surface of the car park is very uneven.	Carry out remedial work to the car park to create a firm and even surface. This surface also to be regularly maintained throughout the year.	This work was completed following the site visit for the Access Report but prior to receiving the report	Completed
3.13 Car Park entrance via Park Avenue	There are no designated accessible bays here. This may mean that Blue Badge holders are excluded from parking here on occasions.	Once the surface is level and even, mark out accessible parking bays as per guidance. The number of accessible bays should be min. 6% of the total number of spaces. Allocated bays to be as close as possible to pedestrian route(s) which have a firm and even surface.	Disabled parking sign now fixed to a post. White lines unable to be painted due to surface.	Completed
4.1 Path surfaces	Many of the path surfaces around the Park are uneven or cracked in places, which can be a significant barrier to access for some people.	Carry out a rolling programme of improvement and maintenance of path surfaces around the Park starting with the most frequented routes such as the route across from Park Avenue to Ambleside Avenue. Path surfaces to be firm and even and well drained. They should be flush with any adjoining paths (for example the path alongside Ambleside Avenue).	A yearly ongoing programme will need to take place. Residents have been consulted on where they feel the need is most, with their feedback to come to the next Committee meeting.	Ongoing
4.2 Path widths	Most of the surfaced paths are approximately 1200 – 1500 mm wide, some slightly more or less. The resurfacing of paths provides an opportunity to widen them, where feasible.	Aim for a path width of 1800 mm on key routes, preferably 2000 mm. This allows two wheelchair users to pass each other or two pedestrians to walk side by side. A width of 1500 mm allows for a wheelchair user and a pedestrian to be alongside each other. A width of 1200 mm allows space for a wheelchair only. Where paths are necessarily narrower than 1800 mm ensure there are regular passing places. These should be 2000 mm long and 1800 mm wide and located within direct sight of another passing place or at a maximum distance of 25 m – whichever is closer.	A rolling programme will need to be investigated alongside item 4.1	Ongoing

No. & Element	Current Situation	Recommendation	Update	Status
5.2 Resting places elsewhere	There are some seats at different points within the Park, but not that many. These tend to be plain benches or, in the Memorial Garden, seating with backrests and armrests.	Together with the seating beside the main paths, explore other areas around the Park to install seating. This is something that could be done in consultation with local community groups. Consider locations for their sensory interest such as views, sounds, planting as well as some with shade and some with sun. The locations may have soft landscaping on the approach to complement the seating beside the paths.	Three benches have since been added to the grassed area by the car park, near to the café concession.	Completed
8.1 Events and activities	These need to be as inclusive as possible.	When designing and promoting events or activities, ensure that the accessibility of the event or activity has been considered and prepared for. This element can also be promoted and a telephone number given for anyone who may have queries about the accessibility of the activity or event.	Risk Assessments actioned when holding events. TTC telephone number provided on all promotional literature.	Completed
9.2 Volunteers	There is a significant element of maintenance and monitoring that needs to be carried out at the Park on a regular basis.	Recruit volunteers (if not already in place) to carry out essential maintenance tasks at the Park and in doing so they also act as monitors of the Park. The tasks to include maintenance (sweeping) of paths, removal of any temporary obstacles, cleaning of playground equipment, pruning shrubbery back from the paths, carryout out remedial work to any damaged seats or signs etc.	Most of these items are listed under our grounds maintenance contracts, although we may wish to consider utilising volunteers further to help with monitoring of the park.	Completed
9.3 Staff training	Any Council Staff who manage activities or deal directly with the public regarding the Park need to be disability confident.	Provide disability confidence training for all front facing staff. This should be provided by an experienced trainer who is themselves disabled and who works from the Social Model of Disability.	Town Clerk is investigating training options	Ongoing

No. & Element	Current Situation	Recommendation	Update	Status
9.4 Feedback	Getting ongoing feedback about the Park and its accessibility is important for the Council and assists the Council in meeting its duties to disabled people at the Park.	Consider increasing the ways in which people can give feedback about the Park so that it is as easy as possible. Use a variety of methods to give people options and ensure that those who have given feedback are given feedback from the Council on their ideas. Ways of giving feedback include social media, 1-1 questionnaire at events, community focus groups etc.	Residents have been consulted on accessibility in the park, with their feedback to come to the next Committee meeting. Updates have been made on social media concerning maps. To be considered alongside 8.2 (low priority).	Ongoing
11.1 Parking & public transport	Information about parking and public transport opportunities is very important for many disabled parents/carers wishing to use the Playground with their children.	Ensure that information about parking near the Playground (i.e. street parking) and the location of any bus stops and public toilets is made available in the information online.	As per 1.2	Completed

AGENDA ITEM	10
REPORT TO	Amenities & Civic Centre Committee
REPORT FROM	Bianca Buss, Amenities Officer
MEETING DATE	26 th September 2022
SUBJECT	To consider purchasing an account with Survey Monkey

1. INTRODUCTION

At May's Committee meeting it was agreed to draft a survey to consult with residents to see where they would like priority to be given for improvements to the path surfaces in Chatsworth Park. The survey was drafted, sent to Councillors for approval and ratified at July's meeting.

2. INFORMATION

There are limitations with the free Survey Monkey account that we were unaware of when we set up the free account. We are unable to download any information in any format or view the responses in an analysis format and we are limited as to how many responses we can view.

There are several different account levels (which are all annual subscriptions). The cheapest option for the Town Council would be the individual 'Advantage' plan at an annual cost of **£384 + VAT**. This provides unlimited surveys, unlimited questions per survey, up to 15,000 responses per year and data exports.

3. RECOMMENDATION

That the Committee consider if we wish to purchase an annual subscription with Survey Monkey at an annual cost of £384 + VAT.

4. ENVIRONMENTAL IMPACT

N/A

5. FINANCIAL IMPLICATIONS

We ~~have~~ have a remaining budget of £744 for subscriptions.

AGENDA ITEM	11
REPORT TO	Amenities & Civic Centre
REPORT FROM	Bianca Buss, Amenities Officer
MEETING DATE	26 th September 2022
SUBJECT	Update on playground inspection reports & to agree actions

1. INTRODUCTION

It was previously agreed that a copy of the most recent weekly playground inspection report from Lewes District Council (LDC) be provided at all Committee meetings.

2. INFORMATION

A copy of the most recent report is attached. There are 51 items listed; 6 are either closed or have been added in error, we are obtaining prices for 8 items, 2 items are to be considered at this meeting under separate agenda items, 2 are due to be carried out imminently and there is 1 new item for me to investigate further. M Evans was due to either carry out works or provide prices on 32 items but is now injured and will be unable to carry out the repairs. I am contacting other contractors to see if anyone will be able to assist us.

5 findings relate to the climbing apparatus at Chatsworth Park South Playground; split to the monkey bars, damaged step, loose rope fixings and 2 relate to the crack in the timber post. I emailed Councillors in August to see if they would like us to investigate fully removing the apparatus or replacement of the damaged sections, which include replacing a large wooden post. As only 4 Councillors responded, I have sent out a specification for prices to remove and we can consider a way forward once received.

3. RECOMMENDATION

It is recommended to note the most recent playground inspection report.

4. ENVIRONMENTAL IMPACT

Maintenance of the park equipment allows residents and visitors to safely use the playgrounds.

5. FINANCIAL IMPLICATIONS

We have £1,300 remaining in the budget for playground spare parts/repairs. We also have a remaining earmarked reserve (ER) for playground equipment replacement of £88,000 which is for use when we undertake a major refurbishment for the playgrounds in the future.

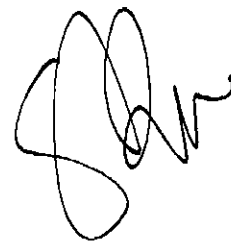
Inspection Report

This report shows Findings and Tasks recorded during the Inspection(s) matching the selection criteria set in the Report Wizard. If no Findings or Tasks are shown, none were recorded.

Each Inspection includes a declaration signed by the Inspector stating that no defects were found other than those recorded.

Inspections included in this report

Provider Lewes District Council
Site Name Chatsworth Park North Play Area
Actual Date 15/09/2022 12:22:49
Inspection Type Playground-Routine Visual
Inspector Sophia Daw
Inspection Status Completed



15/09/2022

Provider Lewes District Council
Site Name Chatsworth Park South Play Area
Actual Date 15/09/2022 12:56:41
Inspection Type Playground-Routine Visual
Inspector Sophia Daw
Inspection Status Completed



15/09/2022

Provider Lewes District Council
Site Name Robert Kingan Play Area, Telscombe
Actual Date 15/09/2022 13:51:33
Inspection Type Playground-Routine Visual
Inspector Sophia Daw
Inspection Status Completed



15/09/2022

There is a blank in the bottom
page of the report which has
been removed.

Finding Summary

Chatsworth Park South Play Area Findings

Asset	Finding Title	Creation Date	Resolve By Date	Risk Level
Overall Site	Surface - Trip points	31/08/2021 11:11:57		
Overall Site	Item - Not Secure	11/04/2022 10:18:14		
Trellis Unit	Item - Damaged	23/05/2022 09:35:01		
Climbing Net	Item - Cracked	31/05/2022 08:16:04		
Pole with Metal Steps	Item - Damaged	28/06/2022 08:34:31		
4 seat toddler swing	Bird droppings	19/07/2022 09:34:47		
Wooden Balance Multiplay	Fixtures - Loose or Missing	01/08/2022 09:41:22		
Wooden Balance Multiplay	Fixtures - Loose or Missing	09/08/2022 09:05:56		
Wooden Train & Carriages	Fixtures - Loose or Missing	09/08/2022 09:08:13		
Spring Elephant	Fixtures - Loose or Missing	16/08/2022 08:21:45		
Spring Elephant	Item - Corrosion	30/12/2021 11:48:34		Low
Quad Seat Springy	Item - Corrosion	05/01/2022 11:38:48		Low
Wooden Picnic table	Item - Cracked	05/01/2022 11:41:55	01/01/0001 00:00:00	Low
Wooden Seat	Delamination of Wood	14/03/2022 10:19:10		Low
Trellis Unit	Item - Cracked	11/04/2022 10:10:42		Low
Climbing Net	Fixtures - Loose or Missing	14/06/2022 08:10:36		Low
Trellis Unit	Fixtures - Loose or Missing	21/06/2022 08:50:24		Low
4 seat toddler swing	Item - Graffiti - Present	28/06/2022 08:25:55		Low
Overall Site	Item - Graffiti - Present	28/06/2022 08:50:55		Low
Large Trampoline	Fixtures - Loose or Missing	05/07/2022 09:27:14		Low
Multiplay Slide Unit	Item - Graffiti - Present	05/07/2022 09:32:53		Low
Grass Surface	Ground Eroded	12/07/2022 08:12:53		Low
Large Trampoline	Ground Eroded	12/07/2022 08:15:02		Low
Quad Seat Springy	Delamination of Wood	12/07/2022 08:18:35		Low
Wooden Train & Carriages	Item - Cracked	12/07/2022 08:26:05		Low
Large Trampoline	Surface - Encroaching vegetation/trees	19/07/2022 09:37:01		Low
Wooden Balance Multiplay	Item - Cracked	19/07/2022 09:41:22		Low
Grass Surface	Ground Eroded	09/08/2022 08:55:13		Low

Asset	Finding Title	Creation Date	Resolve By Date	Risk Level
Wooden Train & Carriages	Fixtures - Loose or Missing	16/08/2022 08:26:34		Low
Overall Site	Other / Miscellaneous	15/09/2022 13:03:28	29/09/2022 13:05:16	Low
Wooden Picnic table	Item - Timber rotting	14/03/2022 10:28:22		Very Low
Entrance Signs	Fixtures - Loose or Missing	09/08/2022 08:52:44		Very Low
4 seat toddler swing	Item - Cracked	23/08/2022 08:23:02		Very Low
Team swing	Bird droppings	23/08/2022 08:32:58		Very Low
Spring Elephant	Item - Repair/s - Minor	06/09/2022 12:57:05	04/10/2022 13:00:51	Very Low

Finding Summary

Robert Kingan Play Area, Telscombe Findings


Asset	Finding Title	Creation Date	Resolve By Date	Risk Level
Picnic Tables x2	Bird droppings	01/08/2022 06:54:42		
Multi Level Playing Surface	Item - Not Secure	14/06/2022 06:25:34		Low
Ball Wall and Target Wall	Timber - Cracks Wider Than 10mm	21/06/2022 07:04:26		Low
Cradle Swing Unit	Item - Cracked	01/08/2022 06:45:40		Low
Chain / log walk	Fixtures - Loose or Missing	09/08/2022 06:59:49		Low
Bike and Side Car Springy	Item - Moved	19/07/2022 07:14:24		Very Low
Round a bout Surface	Item - Damaged	26/07/2022 06:53:13		Very Low

Finding Summary

Chatsworth Park North Play Area Findings

Asset	Finding Title	Creation Date	Resolve By Date	Risk Level
Tower Slide	Ground Eroded	09/08/2022 08:12:51		
Flat seat and seesaw swings	Fixtures - Loose or Missing	16/08/2022 07:43:12		
Overall Site	Ground Eroded	16/08/2022 07:46:38		
Overall Site	Item - Cracked	31/05/2022 07:34:35		Low
Tower and Platform	Item - Corrosion	05/07/2022 10:03:25		Low
Tunnell Slide	Item - Cracked	05/07/2022 10:06:12		Low
Flat seat and seesaw swings	Item - Cracked	16/08/2022 07:44:45		Low
Toddler Swing	Item - Missing	19/07/2022 08:27:01		Very Low
Play Table under Platform	Item - Corrosion	09/08/2022 08:09:44		Very Low

Inspection - Chatsworth Park North Play Area - 15/09/2022 12:22:49

Provider	Lewes District Council		Site Name	Chatsworth Park North Play Area
Site Name	Chatsworth Park North Play Area		Address	
Actual Date	15/09/2022 12:22:49		Postcode	
Inspection Type	Playground-Routine Visual	15/09/2022	Notes	
Inspector	Sophia Daw			
Inspection Status	Completed			

Previously Reported Findings (unresolved at time of Inspection)

Flat seat and seesaw swings - Findings

Asset Flat seat and seesaw swings
Finding Title Item - Cracked
Finding Group Maintenance
Cause Wear and Tear
Finding Status Open
Finding Creation Date 16/08/2022 07:44:45
Resolve By Date
Finding Resolved Date
Risk Level Low
Finding Notes Timber head support post has quite a wide split in it.

Finding Photos



Asset Flat seat and seesaw swings
Finding Title Fixtures - Loose or Missing
Finding Group Maintenance
Cause Wear and Tear
Finding Status Open
Finding Creation Date 16/08/2022 07:43:12
Resolve By Date
Finding Resolved Date
Risk Level
Finding Notes The flat swing fixings to the timber head moves when swing is moved violently.

Finding Photos



Overall Site - Findings

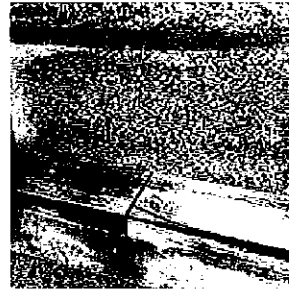
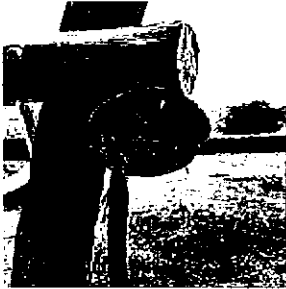
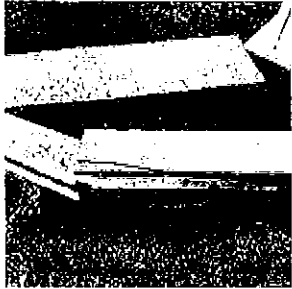
Asset Overall Site
Finding Title Ground Eroded
Finding Group Maintenance
Cause Unknown
Finding Status Open
Finding Creation Date 16/08/2022 07:46:38
Resolve By Date
Finding Resolved Date
Risk Level
Finding Notes Possibly tree roots have created a hole beside the smaller slide on the embankment in the toddler section.

Finding Photos



Asset Overall Site
Finding Title Item - Cracked
Finding Group Maintenance
Cause Wear and Tear
Finding Status Open
Finding Creation Date 31/05/2022 07:34:35
Resolve By Date
Finding Resolved Date
Risk Level Low
Finding Notes Several of the timbers are splitting.

Finding Photos



Play Table under Platform - Finding

Asset Play Table under Platform
Finding Title Item - Corrosion
Finding Group Maintenance
Cause Wear and Tear
Finding Status Open
Finding Creation Date 09/08/2022 08:09:44
Resolve By Date
Finding Resolved Date
Risk Level Very Low
Finding Notes

Finding Photos



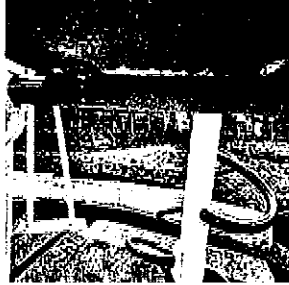
Toddler Swing - Finding

Asset Toddler Swing
Finding Title Item - Missing
Finding Group Maintenance
Cause Unknown
Finding Status Open
Finding Creation Date 19/07/2022 08:27:01
Resolve By Date
Finding Resolved Date
Risk Level Very Low
Finding Notes

Tower and Platform - Finding

Asset Tower and Platform
Finding Title Item - Corrosion
Finding Group Maintenance
Cause Wear and Tear
Finding Status Open
Finding Creation Date 05/07/2022 10:03:25
Resolve By Date
Finding Resolved Date
Risk Level Low
Finding Notes

Finding Photos



Tower Slide - Finding

Asset Tower Slide
Finding Title Ground Eroded
Finding Group Maintenance
Cause Unknown
Finding Status Open
Finding Creation Date 09/08/2022 08:12:51
Resolve By Date
Finding Resolved Date
Risk Level
Finding Notes Something is digging the hole near the support post again.

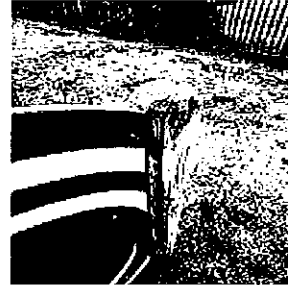
Finding Photos




Tunnell Slide - Finding

Asset	Tunnell Slide
Finding Title	Item - Cracked
Finding Group	Maintenance
Cause	Wear and Tear
Finding Status	Open
Finding Creation Date	05/07/2022 10:06:12
Resolve By Date	
Finding Resolved Date	
Risk Level	Low
Finding Notes	The support posts for the new tunnel have cracks in them.

Finding Photos



Inspection - Chatsworth Park South Play Area - 15/09/2022 12:56:41

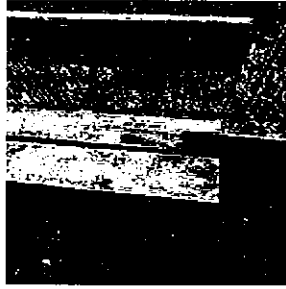
Provider	Lewes District Council		Site Name	Chatsworth Park South Play Area
Site Name	Chatsworth Park South Play Area		Address	Ambleside Avenue, Telscombe
Actual Date	15/09/2022 12:56:41		Postcode	
Inspection Type	Playground-Routine Visual		Notes	
Inspector	Sophia Daw		15/09/2022	
Inspection Status	Completed			

Findings reported within the Inspection

Overall Site - Findings

Asset	Overall Site
Finding Title	Other / Miscellaneous
Finding Group	Maintenance
Cause	Wear and Tear
Finding Status	Open
Finding Creation Date	15/09/2022 13:03:28
Resolve By Date	29/09/2022 13:05:16
Finding Resolved Date	
Risk Level	Low
Finding Notes	Wood on bench near toddler swings is broken on one of the planks

Finding Photos



Previously Reported Findings (unresolved at time of Inspection)

4 seat toddler swing - Findings

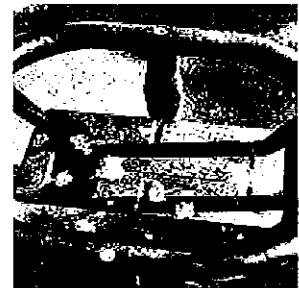
Asset 4 seat toddler swing
Finding Title Item - Cracked
Finding Group Maintenance
Cause Age
Finding Status Open
Finding Creation Date 23/08/2022 08:23:02
Resolve By Date
Finding Resolved Date
Risk Level Very Low
Finding Notes

Finding Photos



Asset 4 seat toddler swing
Finding Title Bird droppings
Finding Group Maintenance
Cause Animal Damage
Finding Status Open
Finding Creation Date 19/07/2022 09:34:47
Resolve By Date
Finding Resolved Date
Risk Level
Finding Notes

Finding Photos



Asset 4 seat toddler swing
Finding Title Item - Graffiti - Present
Finding Group Maintenance
Cause Anti Social Behaviour
Finding Status Open
Finding Creation Date 28/06/2022 08:25:55
Resolve By Date
Finding Resolved Date
Risk Level Low
Finding Notes

Finding Photos

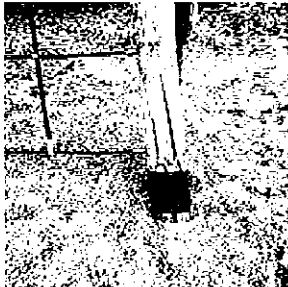
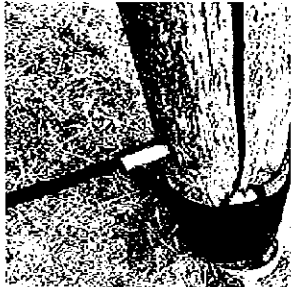


Climbing Net - Findings

Asset Climbing Net
Finding Title Fixtures - Loose or Missing
Finding Group Maintenance
Cause Unknown
Finding Status Open
Finding Creation Date 14/06/2022 08:10:36
Resolve By Date
Finding Resolved Date
Risk Level Low

Finding Notes Two of the rope fixings are loose in the support post. 28.6.22 New pictures supplied. 1.8.22 Bottom rope fixing on rh side is very loose

Finding Photos



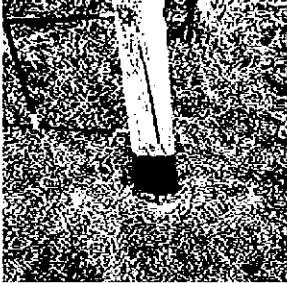
Asset Climbing Net
Finding Title Item - Cracked
Finding Group Maintenance
Cause Wear and Tear
Finding Status Open
Finding Creation Date 31/05/2022 08:16:04

Resolve By Date
Finding Resolved Date

Risk Level

Finding Notes This timber post has some large cracks in it.

Finding Photos



Entrance Signs - Finding

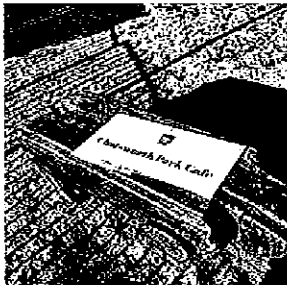
Asset Entrance Signs
Finding Title Fixtures - Loose or Missing
Finding Group Maintenance
Cause Anti Social Behaviour
Finding Status Open
Finding Creation Date 09/08/2022 08:52:44

Resolve By Date
Finding Resolved Date

Risk Level

Finding Notes The main park sign next to the maintenance gate is missing and a sign from the gate has been broken.

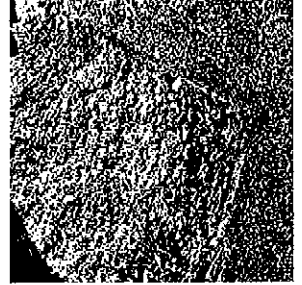
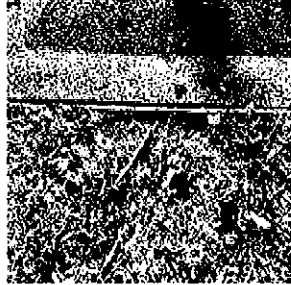
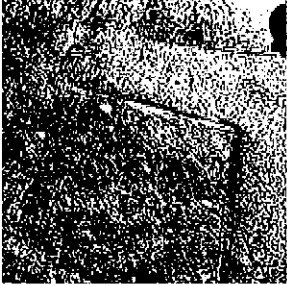
Finding Photos



Grass Surface - Findings

Asset Grass Surface
Finding Title Ground Eroded
Finding Group Maintenance
Cause Act of God
Finding Status Open
Finding Creation Date 09/08/2022 08:55:13
Resolve By Date
Finding Resolved Date
Risk Level Low
Finding Notes Where the grass is dying and receding the edging of the wet pour, which is wood is becoming a trip hazard.

Finding Photos



Asset Grass Surface
Finding Title Ground Eroded
Finding Group Maintenance
Cause Unknown
Finding Status Open
Finding Creation Date 12/07/2022 08:12:53
Resolve By Date
Finding Resolved Date
Risk Level Low
Finding Notes

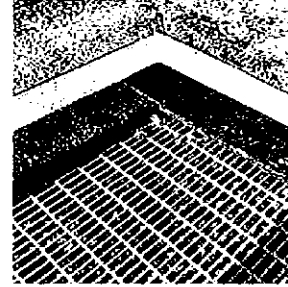
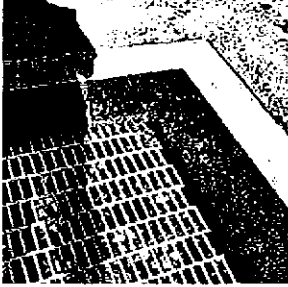
Finding Photos



Large Trampoline - Findings

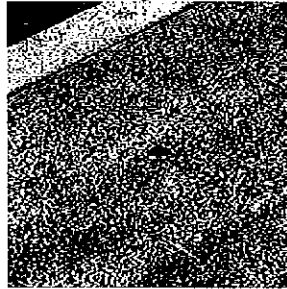
Asset Large Trampoline
Finding Title Surface - Encroaching vegetation/trees
Finding Group Maintenance
Cause Act of God
Finding Status Open
Finding Creation Date 19/07/2022 09:37:01
Resolve By Date
Finding Resolved Date
Risk Level Low
Finding Notes

Finding Photos



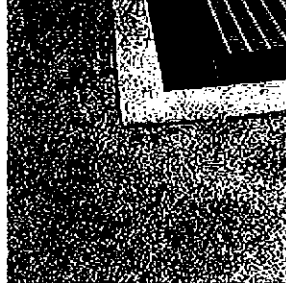
Asset Large Trampoline
Finding Title Ground Eroded
Finding Group Maintenance
Cause Wear and Tear
Finding Status Open
Finding Creation Date 12/07/2022 08:15:02
Resolve By Date
Finding Resolved Date
Risk Level Low
Finding Notes

Finding Photos



Asset Large Trampoline
Finding Title Fixtures - Loose or Missing
Finding Group Maintenance
Cause Unknown
Finding Status Open
Finding Creation Date 05/07/2022 09:27:14
Resolve By Date
Finding Resolved Date
Risk Level Low
Finding Notes The corner of the matting is lifting.

Finding Photos



Multiplay Slide Unit - Finding

Asset Multiplay Slide Unit
Finding Title Item - Graffiti - Present
Finding Group Maintenance
Cause Anti Social Behaviour
Finding Status Open
Finding Creation Date 05/07/2022 09:32:53
Resolve By Date
Finding Resolved Date
Risk Level Low
Finding Notes

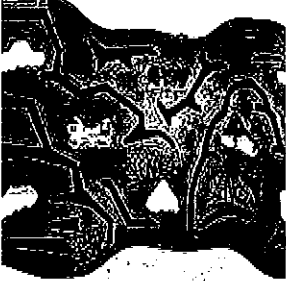
Finding Photos



Overall Site - Findings

Asset Overall Site
Finding Title Item - Graffiti - Present
Finding Group Maintenance
Cause Anti Social Behaviour
Finding Status Open
Finding Creation Date 28/06/2022 08:50:55
Resolve By Date
Finding Resolved Date
Risk Level Low
Finding Notes On the southern most gate and foot and hand climbing panel.

Finding Photos



Asset Overall Site
Finding Title Item - Not Secure
Finding Group Maintenance
Cause Act of God
Finding Status Open
Finding Creation Date 11/04/2022 10:18:14
Resolve By Date
Finding Resolved Date
Risk Level
Finding Notes Tree branch hanging very low since last inspection.

Finding Photos



Asset Overall Site
Finding Title Surface - Trip points
Finding Group Maintenance
Cause
Finding Status Open
Finding Creation Date 31/08/2021 11:11:57
Resolve By Date
Finding Resolved Date
Risk Level
Finding Notes By the slide area and the swings also the trampolines



Finding Photos



Pole with Metal Steps - Finding

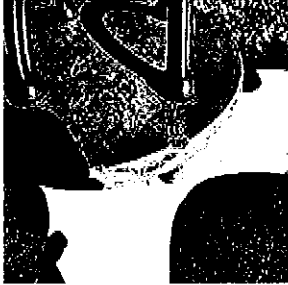
Asset Pole with Metal Steps
Finding Title Item - Damaged
Finding Group Maintenance
Cause Wear and Tear
Finding Status Open
Finding Creation Date 28/06/2022 08:34:31
Resolve By Date
Finding Resolved Date
Risk Level
Finding Notes

Finding Photos

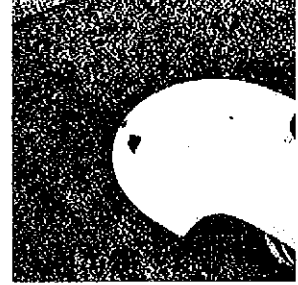


Quad Seat Springy - Findings

Asset Quad Seat Springy
Finding Title Delamination of Wood
Finding Group Maintenance
Cause Wear and Tear
Finding Status Open
Finding Creation Date 12/07/2022 08:18:35
Resolve By Date
Finding Resolved Date
Risk Level Low
Finding Notes 9.8.22 Another section of the wood is splintering



Finding Photos



Asset Quad Seat Springy
Finding Title Item - Corrosion
Finding Group Maintenance
Cause Wear and Tear
Finding Status Open
Finding Creation Date 05/01/2022 11:38:48
Resolve By Date
Finding Resolved Date
Risk Level Low
Finding Notes

Finding Photos



Spring Elephant - Findings

Asset Spring Elephant
Finding Title Item - Repair/s - Minor
Finding Group Maintenance
Cause Routine
Finding Status No Task
Finding Creation Date 06/09/2022 12:57:05
Resolve By Date 04/10/2022 13:00:51
Finding Resolved Date
Risk Level Very Low
Finding Notes Slight crack between seat and side panel on right hand side this will need to be addressed

Finding Photos



Asset Spring Elephant
Finding Title Fixtures - Loose or Missing
Finding Group Maintenance
Cause Unknown
Finding Status Open
Finding Creation Date 16/08/2022 08:21:45
Resolve By Date
Finding Resolved Date
Risk Level
Finding Notes When rocked the seat moves.

Finding Photos



Asset Spring Elephant
Finding Title Item - Corrosion
Finding Group Maintenance
Cause Wear and Tear
Finding Status Open
Finding Creation Date 30/12/2021 11:48:34
Resolve By Date
Finding Resolved Date
Risk Level Low
Finding Notes

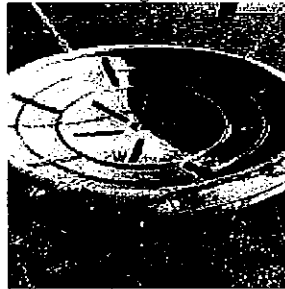
Finding Photos



Team swing - Findings

Asset Team swing
Finding Title Bird droppings
Finding Group Maintenance
Cause Animal Damage
Finding Status Open
Finding Creation Date 23/08/2022 08:32:58
Resolve By Date
Finding Resolved Date
Risk Level Very Low
Finding Notes

Finding Photos



Asset Team swing
Finding Title Item - Bent
Finding Group Maintenance
Cause Anti Social Behaviour
Finding Status Open
Finding Creation Date 09/08/2022 09:00:39
Resolve By Date
Finding Resolved Date
Risk Level Low
Finding Notes The swing needs un-twisting, it's too heavy for me.

Finding Photos



Trellis Unit - Findings

Asset Trellis Unit
Finding Title Fixtures - Loose or Missing
Finding Group Maintenance
Cause Wear and Tear
Finding Status Open
Finding Creation Date 21/06/2022 08:50:24
Resolve By Date
Finding Resolved Date
Risk Level Low
Finding Notes

Finding Photos



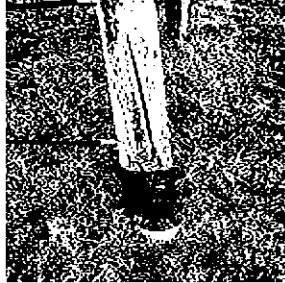
Asset Trellis Unit
Finding Title Item - Damaged
Finding Group Maintenance
Cause Wear and Tear
Finding Status Open
Finding Creation Date 23/05/2022 09:35:01

Resolve By Date
Finding Resolved Date

Risk Level

Finding Notes Temp repair done, but still damaged. This climbing frame rocks when on the ropes trying to climb.

Finding Photos



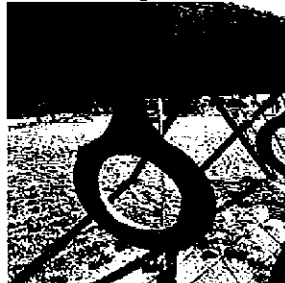
Asset Trellis Unit
Finding Title Item - Cracked
Finding Group Maintenance
Cause Age
Finding Status Open
Finding Creation Date 11/04/2022 10:10:42

Resolve By Date
Finding Resolved Date

Risk Level

Finding Notes Split, there is metal inside.

Finding Photos



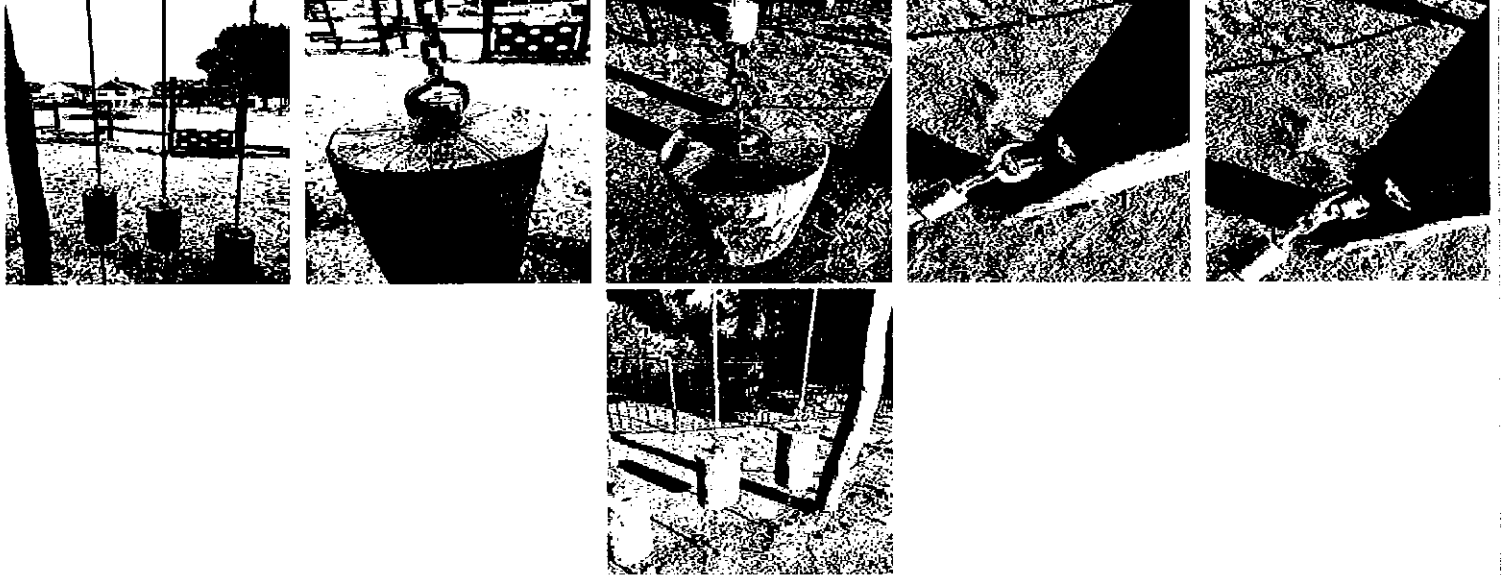
Wooden Balance Multiplay - Findings

Asset Wooden Balance Multiplay
Finding Title Fixtures - Loose or Missing
Finding Group Maintenance
Cause Wear and Tear
Finding Status Open
Finding Creation Date 09/08/2022 09:05:56
Resolve By Date
Finding Resolved Date
Risk Level

Finding Notes

Several of the rope chain connectors are loose and can be moved. 16.8.22 this one is very loose and is the second from the left facing the apparatus with your back to the fencing.

Finding Photos



Asset Wooden Balance Multiplay
Finding Title Fixtures - Loose or Missing
Finding Group Maintenance
Cause Unknown
Finding Status Open
Finding Creation Date 01/08/2022 09:41:22
Resolve By Date
Finding Resolved Date
Risk Level

Finding Notes

Screw missing from the log balance apparatus 9.8.22 This is a hazard as a child might be seriously hurt if the log moved whilst trying to walk over these.

Finding Photos



Asset Wooden Balance Multiplay
Finding Title Item - Cracked
Finding Group Maintenance
Cause Wear and Tear
Finding Status Open
Finding Creation Date 19/07/2022 09:41:22
Resolve By Date
Finding Resolved Date
Risk Level Low
Finding Notes

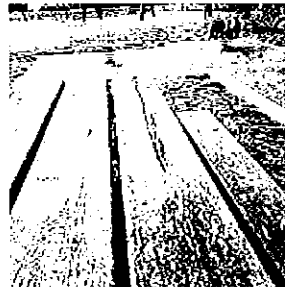
Finding Photos



Wooden Picnic table - Findings

Asset Wooden Picnic table
Finding Title Item - Timber rotting
Finding Group Maintenance
Cause Wear and Tear
Finding Status Open
Finding Creation Date 14/03/2022 10:28:22
Resolve By Date
Finding Resolved Date
Risk Level Very Low
Finding Notes By duck springy 26.7.22 It has been covered in chalk colouring.

Finding Photos



Asset Wooden Picnic table
Finding Title Item - Cracked
Finding Group Maintenance
Cause Wear and Tear
Finding Status Open
Finding Creation Date 05/01/2022 11:41:55
Resolve By Date 01/01/0001 00:00:00
Finding Resolved Date
Risk Level Low
Finding Notes By trampolines

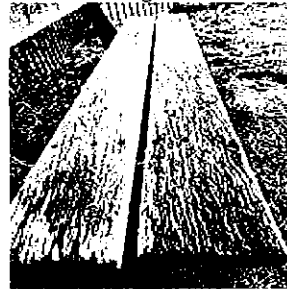
Finding Photos



Wooden Seat - Finding

Asset Wooden Seat
Finding Title Delamination of Wood
Finding Group Maintenance
Cause Age
Finding Status Open
Finding Creation Date 14/03/2022 10:19:10
Resolve By Date
Finding Resolved Date
Risk Level Low
Finding Notes By basketball court. These seating planks are loose.

Finding Photos



Wooden Train & Carriages - Findings

Asset Wooden Train & Carriages
Finding Title Fixtures - Loose or Missing
Finding Group Maintenance
Cause Unknown
Finding Status Open
Finding Creation Date 16/08/2022 08:26:34
Resolve By Date
Finding Resolved Date
Risk Level Low
Finding Notes The rear wooden seat moves.

Finding Photos



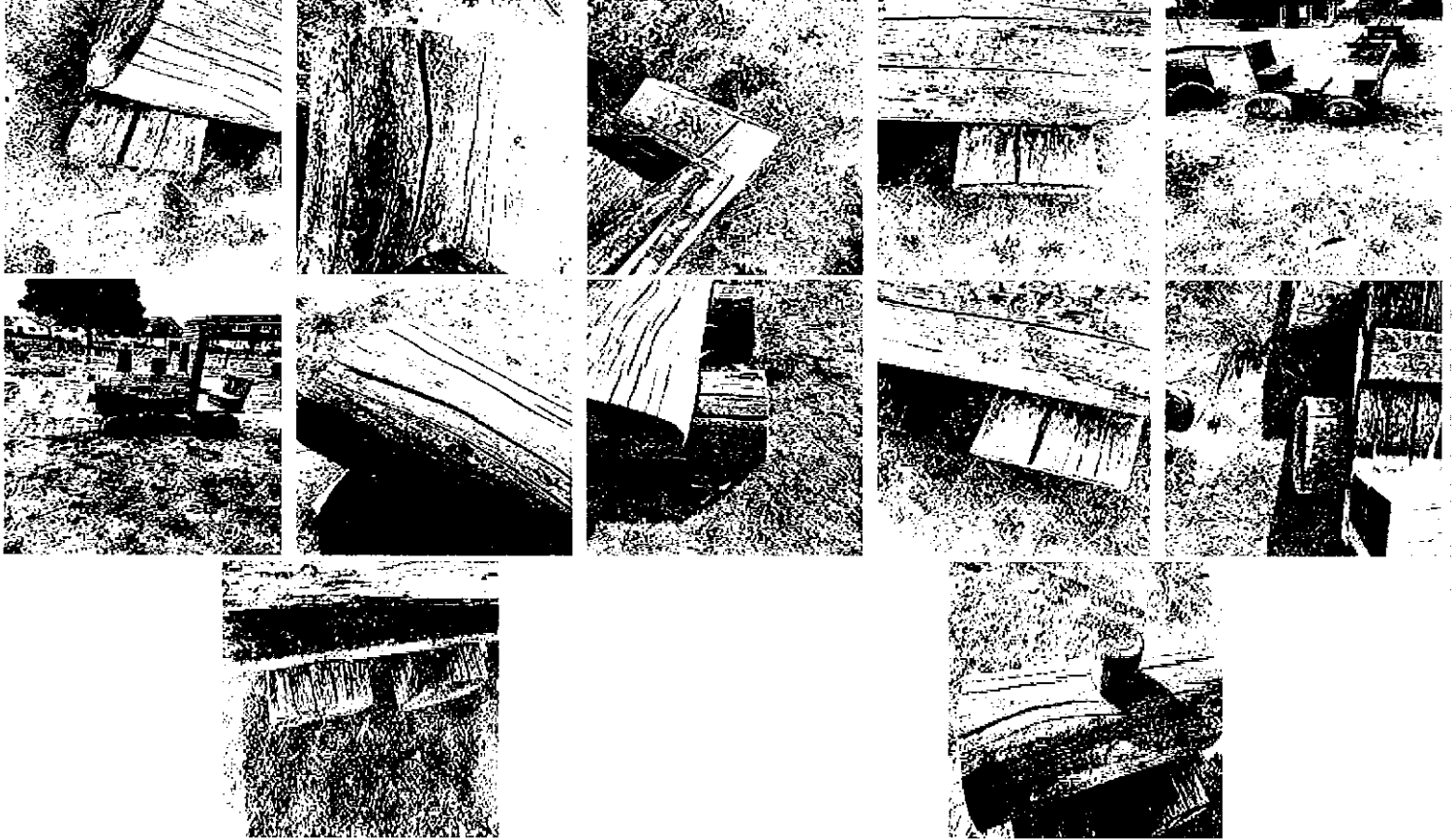
Asset Wooden Train & Carriages
Finding Title Fixtures - Loose or Missing
Finding Group Maintenance
Cause Unknown
Finding Status Open
Finding Creation Date 09/08/2022 09:08:13
Resolve By Date
Finding Resolved Date
Risk Level
Finding Notes The wooden arch section can be moved.

Finding Photos




Asset Wooden Train & Carriages
Finding Title Item - Cracked
Finding Group Maintenance
Cause Wear and Tear
Finding Status Open
Finding Creation Date 12/07/2022 08:26:05
Resolve By Date
Finding Resolved Date
Risk Level Low
Finding Notes These cracks are getting wider 26.7.22 This has been chalked. 16.8.22 Latest pictures

Finding Photos



Inspection - Robert Kingan Play Area, Telscombe - 15/09/2022 13:51:33

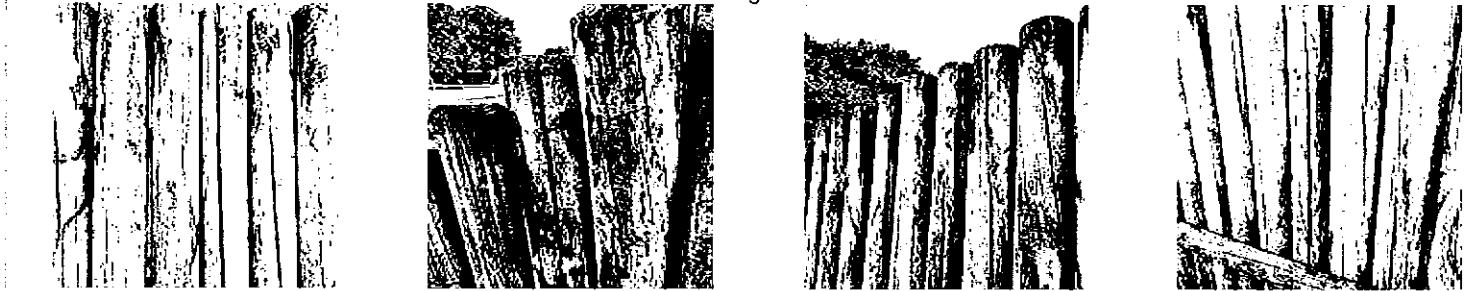
Provider	Lewes District Council		Site Name	Robert Kingan Play Area, Telscombe
Site Name	Robert Kingan Play Area, Telscombe		Address	
Actual Date	15/09/2022 13:51:33		Postcode	
Inspection Type	Playground-Routine Visual	15/09/2022	Notes	
Inspector	Sophia Daw			
Inspection Status	Completed			

Previously Reported Findings (unresolved at time of Inspection)

Ball Wall and Target Wall - Finding

Asset Ball Wall and Target Wall
Finding Title Timber - Cracks Wider Than 10mm
Finding Group Maintenance
Cause Wear and Tear
Finding Status Open
Finding Creation Date 21/06/2022 07:04:26
Resolve By Date
Finding Resolved Date
Risk Level Low
Finding Notes

Finding Photos



Bike and Side Car Springy - Finding

Asset Bike and Side Car Springy
Finding Title Item - Moved
Finding Group Maintenance
Cause Maintenance
Finding Status Open
Finding Creation Date 19/07/2022 07:14:24
Resolve By Date
Finding Resolved Date
Risk Level Very Low
Finding Notes

Chain / log walk - Finding

Asset Chain / log walk
Finding Title Fixtures - Loose or Missing
Finding Group Maintenance
Cause Wear and Tear
Finding Status Open
Finding Creation Date 09/08/2022 06:59:49
Resolve By Date
Finding Resolved Date
Risk Level Low

Finding Notes The rope connection is loose and moves around. This is on the left hand side as you look at the apparatus with your back to the hedge.

Finding Photos

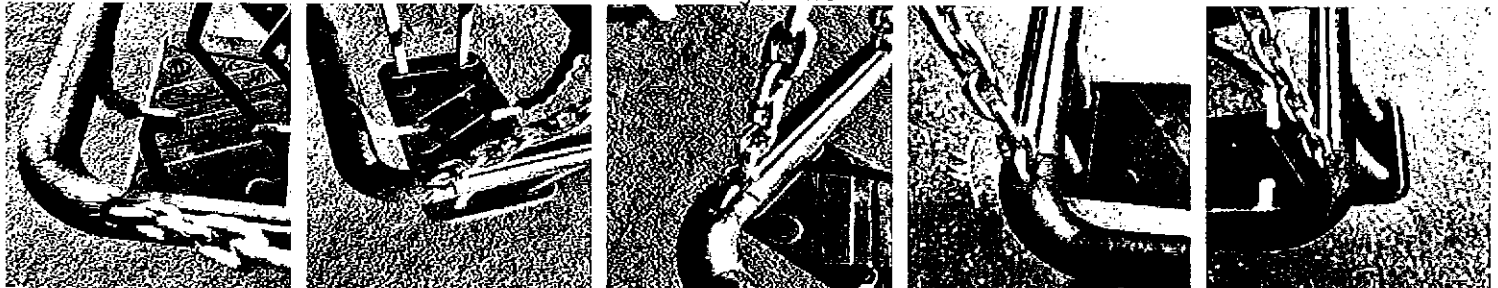


Cradle Swing Unit - Finding

Asset Cradle Swing Unit
Finding Title Item - Cracked
Finding Group Maintenance
Cause Wear and Tear
Finding Status Open
Finding Creation Date 01/08/2022 06:45:40
Resolve By Date
Finding Resolved Date
Risk Level Low

Finding Notes This is advisory. I will monitor and when it gets worse I will higher the risk level. 9.8.22 I am monitoring this, the latest pictures are today's.

Finding Photos



Multi Level Playing Surface - Finding

Asset Multi Level Playing Surface
Finding Title Item - Not Secure
Finding Group Maintenance
Cause Unknown
Finding Status Open
Finding Creation Date 14/06/2022 06:25:34
Resolve By Date
Finding Resolved Date
Risk Level Low
Finding Notes The green felt surface has a couple of spongy areas where it is not secure.

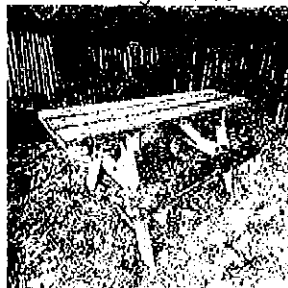
Finding Photos



Picnic Tables x2 - Finding

Asset Picnic Tables x2
Finding Title Bird droppings
Finding Group Maintenance
Cause Animal Damage
Finding Status Open
Finding Creation Date 01/08/2022 06:54:42
Resolve By Date
Finding Resolved Date
Risk Level
Finding Notes I know it's shady here but to eat anything or sit at this table must be unhealthy.

Finding Photos



Round a bout Surface - Finding

Asset	Round a bout Surface
Finding Title	Item - Damaged
Finding Group	Maintenance
Cause	Unknown
Finding Status	Open
Finding Creation Date	26/07/2022 06:53:13
Resolve By Date	
Finding Resolved Date	
Risk Level	Very Low
Finding Notes	This edging has a few cracks in it.

Finding Photos



AGENDA ITEM	12
REPORT TO	Amenities & Civic Centre Committee
REPORT FROM	Bianca Buss, Amenities Officer
MEETING DATE	26 th September 2022
SUBJECT	To consider repairs to the green felt surfacing at Robert Kingan Playground

1. INTRODUCTION

On the weekly playground inspection report from Lewes District Council, there is a finding that the green felt surface at Robert Kingan Playground is not secure.

2. INFORMATION

I visited the site with Playsafe Playgrounds who fitted the original surfacing. They noted that there was a large area dipping next to the junior apparatus and a section of edging needed resetting and filling with top soil (pictures below)



Playsafe Playgrounds have quoted **£1,796 + VAT** to repair both sections (attached).

3. RECOMMENDATION

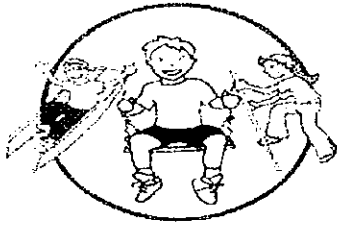
It is recommended that we proceed with Playsafe Playgrounds quotation of £1,796 + VAT to repair the two areas of green felt surfacing at Robert Kingan Playground.

4. ENVIRONMENTAL IMPACT

Maintenance of the park equipment allows residents and visitors to safely use the playgrounds.

5. FINANCIAL IMPLICATIONS

We have £1,300 remaining in the budget for playground spare parts/repairs. We also have a remaining earmarked reserve (ER) for playground equipment replacement of £88,000 which is for use when we undertake a major refurbishment for the playgrounds in the future. We have just over £9,000 in the grounds maintenance budget and £4,900 in an earmarked reserve for grounds maintenance, but purchase orders have been issued covering £10k's worth of work for trees etc.



PLAYSAFE PLAYGROUNDS LTD

The Cart House, Goldrings Farm, Elsted Marsh,
Midhurst, West Sussex GU29 0JS
Tel: 01730 815472 Fax: 01730 815872
E-mail: info@playsafeplaygrounds.co.uk

Telscombe Town Council
Telscombe Civic Centre
360 South Coast Road
Telscombe Cliffs
BN10 7ES

Ref: 34822
QUOTATION – Remedial works

09/09/2022

Quotation Summary Sheet

Robert Kingan

Prelims

- H&S documentation
- Erect heras fencing as required

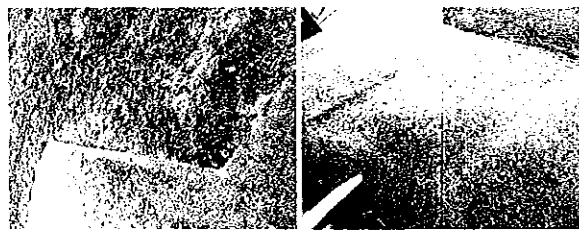
Carpet surfacing to multi play unit

- Uplift area of approx 10sqm carpet surface and shock pad
- Dress existing sub base with compacted crushed stone
- Lay replacement shock pad
- Relay existing carpet surfacing adhering joints and securing edge
- Dress low areas to perimeter edge with screened / seeded top soil

Carpet surfacing to multiple equipment area

- Dig out under raised edge approx 3Lm
- Reset edging timber
- Dress 3LM with screened / seeded top soil

Total for above works = £1,796.00 + VAT



All prices are excluding VAT and valid for 21 days.
MCD has been included unless otherwise stated.
Terms: To be confirmed at point of order



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for details of our
FSC certificate
#1678-UK-16
The mark of
responsible forestry
FSC® C007915

AGENDA ITEM	13
REPORT TO	Amenities & Civic Centre Committee
REPORT FROM	Bianca Buss, Amenities Officer
MEETING DATE	26 th September 2022
SUBJECT	To consider removal of wooden posts at Robert Kingan Playground

1. INTRODUCTION

On the weekly playground inspection report from Lewes District Council, there is a finding that the wooden posts next to the monkey bars at Robert Kingan Playground have large cracks in them.

2. INFORMATION

I visited the site and there are cracks on all the posts, as well as a nail protruding from the top of one of the posts. The cost to fill in the cracks would be high and as these posts have been in place for many years and do not bring anything to the playground, I asked the Chair and Vice Chair of this Committee if they would be happy for us to obtain prices for the full removal. They agreed to us obtaining prices and I contacted three contractors for a price. I received one response, from Countrywide Grounds Maintenance, at a cost of **£450 + VAT** (specification document attached).

3. RECOMMENDATION

It is recommended that we proceed with Countrywide Grounds Maintenance quotation of £450 + VAT to fully remove the wooden posts at Robert Kingan Playground.

4. ENVIRONMENTAL IMPACT

Maintenance of the park equipment allows residents and visitors to safely use the playgrounds.

5. FINANCIAL IMPLICATIONS

We have £1,300 remaining in the budget for playground spare parts/repairs. We also have a remaining earmarked reserve (ER) for playground equipment replacement of £88,000 which is for use when we undertake a major refurbishment for the playgrounds in the future. We have just over £9,000 in the grounds maintenance budget and £4,900 in an earmarked reserve for grounds maintenance, but purchase orders have been issued covering £10k's worth of work for trees etc.

Specification for removal of wooden posts in Robert Kingan Playground, Saltdean – July 2022

Removal of wooden posts next to monkey bars, measured at maximum 190cm tall from ground level x 535cm wide – see picture below



Price to fully remove the posts and make area good £ | 450 |

Includes VAT

| No |

Declaration

Signed: | *Dan Lillywhite* |

Date: | 13/7/22 |

Name: | Dan Lillywhite |

On behalf of:-

| *Countrywide Grounds Maintenance* |

Please provide a copy of your appropriate current liability insurance certificate(s) with your quotation

AGENDA ITEM	14
REPORT TO	Amenities & Civic Centre Committee
REPORT FROM	Bianca Buss, Amenities Officer
MEETING DATE	26 th September 2022
SUBJECT	Update on Management Plan & agree works required

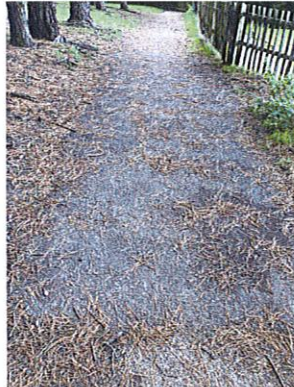
1. INTRODUCTION

Inspections to some of the zones within the Management Plan have been carried out in Chatsworth Park and the Copse.

2. INFORMATION

The inspections are on the following major pathways and routes through Chatsworth Park, which need to be undertaken in September and January. All locations are regularly covered in pine needles and mud.

Zone 8 (path above Chatsworth Park North Playground)



There is mud gathering on the pathway looking down from the memory garden, pine needles are laying across the pathway and membrane is showing where the surface is cracking and lifting. The pathway will need relaying at some point and a decision will be made on a programme of works following consultation with the local residents.

Zone 18 (path west of the park between Bridle Way and Park Avenue)



There are no pine needles in this location but a large amount of mud in the centre of the pathway, which will be difficult for residents to navigate through.

Zone 20 (path east of the park from Ambleside Avenue going north)



Mud is visible in several areas along the path and pine needles are falling opposite the entrance to the wooded area that leads to Bridle Way.

We have a grounds maintenance contract for the park and Countrymans Contractors Ltd clear the pathways of leaves and debris every other month. Unfortunately at this time of year, the pine needles are regularly falling and will need more regular sweeps. There are pine needles laying on several other pathways around the park.

Copse

An annual inspection is required on the vegetation encroaching the properties at 83 Telscombe Cliffs Way and 2a Bush Close and alongside the highway at Telscombe Cliffs Way.

There is vegetation growing over the fence both to the north and south of the pathway at Telscombe Cliffs Way. This was discussed at the Committee meeting in May, where it was decided not to carry out any works to the southern section and obtain estimates for hedging to the north of the pathway (an agenda item has been taken to this meeting for consideration on a way forward once the hedging is received).



North of pathway



South of pathway

At 83 Telscombe Cliffs Way there is vegetation growing over the border but it is currently not touching the property. At 2a Bush Close, the vegetation is pushed up against the side of the property.



83 Telscombe Cliffs Way



2a Bush Close

3. RECOMMENDATION

I recommend we contact Countrymans Contractors Ltd to ask if they would undertake a monthly sweep of all the pathways in the park for the same price they are contracted to undertake every other month.

With regards to the mud on the pathways, I recommend we obtain prices from contractors to clear the mud from the pathways in the three zones in Chatsworth Park, several times over the winter period. This can then be taken back to a future meeting for consideration.

At the Copse, I recommend that we consider obtaining quotations to clear the vegetation bordering both properties by 2 metres.

4. ENVIRONMENTAL IMPACT

The Town Council are taking proactive steps to protect our important green spaces, vegetation and the wildlife that live there.

The border of the Copse is highlighted as a red zone in the ecological report, which means that no works can be undertaken without prior consultation from an ecologist.

5. FINANCIAL IMPLICATIONS

We have just over £9,000 in the grounds maintenance budget and £4,900 in an earmarked reserve for grounds maintenance, but purchase orders have been issued covering £10k's worth of work for trees etc.

There may also be a cost for consultation from an ecologist.

AGENDA ITEM	15
REPORT TO	Amenities & Civic Centre Committee
REPORT FROM	Bianca Buss, Amenities Officer
MEETING DATE	26 th September 2022
SUBJECT	To consider planting at bottom of 'pigs hill' in Chatsworth Park

1. INTRODUCTION

At a previous Committee meeting, Councillors considered a request to carry out works to the bottom left-hand corner of Pigs Hill. Vegetation had previously been cleared in this location, but it has now grown back.

2. INFORMATION

Cllrs Gallagher, O'Connor and Robinson subsequently met with the Town Clerk to discuss how to progress with this area. It was agreed that cutting the vegetation would not stop it growing back, so in order for new planting of shrubs to be carried out, the area would need to be rotavated. A walkway through the area could then be achieved with bark chippings held in place either side with logs and new shrubs could be planted and perhaps a new bench put in place (see plan attached).

These suggestions were taken to the last Committee meeting, but it was felt a decision could not be made until the results from the badger survey had been received. The survey has now been received and this area is not within the badger sett 30 metre exclusion zone, so work can be undertaken if it is agreed.

3. RECOMMENDATION

It is therefore recommended that consideration be given to obtaining estimates to:-

- Cut back the vegetation to the tree line
- Have the area rotavated and grass seeded
- Have a walkway through with bark chippings held in place with logs
- New shrubs be planted
- A new bench be installed

See plan attached.

4. ENVIRONMENTAL IMPACT

This area was listed in the red zone of the ecological report, which states that no work can be undertaken without prior consultation from an ecologist.

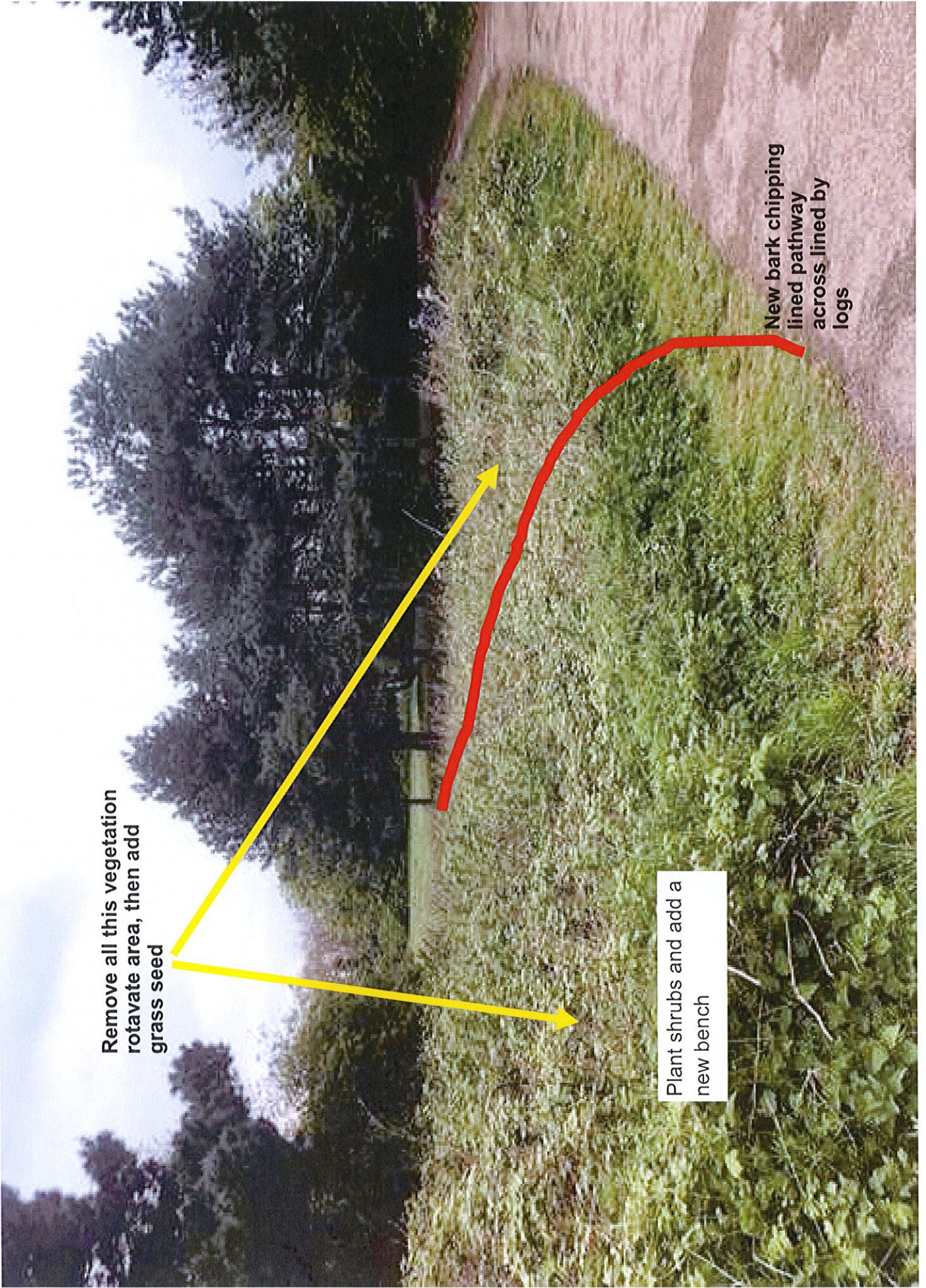
5. FINANCIAL IMPLICATIONS

Not known at this stage. Cllr Gallagher has intimated that the Saltdean Charity may be able to help financially.

Remove all this vegetation
rotavate area, then add
grass seed

Plant shrubs and add a
new bench

New bark chipping
lined pathway
across lined by
logs



AGENDA ITEM	16
REPORT TO	Amenities & Civic Centre
REPORT FROM	Bianca Buss, Amenities Officer
MEETING DATE	26 th September 2022
SUBJECT	Update on information boards

1. INTRODUCTION

The information boards for Chatsworth Park have now been delivered to the Civic Centre.

2. INFORMATION

Although locations had been agreed for the four boards, the Committee had not agreed the exact positioning and which way they will face. The Town Clerk emailed Committee members for their suggestions alongside pictures of the four locations (attached). No responses were received.

In addition, M Evans was due to install the boards but has informed us he will be unable to carry this out as he has injured his arm. I am therefore contacting other contractors for an installation price but depending on the response, it may be that there is a delay in the boards being installed in the park.

3. RECOMMENDATION

To consider the exact position of the boards in each location, including the direction they face.

4. ENVIRONMENTAL IMPACT

The Town Council's green spaces need to be accessible for everyone.

5. FINANCIAL IMPLICATIONS

There may be an additional cost for the installation of the information boards.



AGENDA ITEM	17
REPORT TO	Amenities & Civic Centre Committee
REPORT FROM	Bianca Buss, Amenities Officer
MEETING DATE	26 th September 2022
SUBJECT	Update on registering Chatsworth Park & the Civic Centre as filming locations

1. INTRODUCTION

At the meeting on 30th May 2022 it was agreed to register Chatsworth Park and the Civic Centre as a filming location.

2. INFORMATION

We tried to register on www.film-locations.co.uk but did not do so, as they asked for the Town Council bank details to register. We were able to register on www.ukfilmlocation.com for one month free of charge, but did not receive any response during that time. After the month trial our details were removed, although we were able to continue if we gave them our bank details.

We also investigated other companies, although they all charged a fee for advertising locations on their website.

3. RECOMMENDATION

As we received no feedback from www.ukfilmlocation.com and we would need to pay a fee to advertise the two locations online, it is recommended that we do not proceed with registering Chatsworth Park and the Civic Centre as filming locations.

4. ENVIRONMENTAL IMPACT

We must consider the restrictions as highlighted in the ecological report before any filming can take place in Chatsworth Park.

5. FINANCIAL IMPLICATIONS

Registration charges apply if we wish to add the two sites as filming locations.

AGENDA ITEM	18
REPORT TO	Amenities & Civic Centre Committee
REPORT FROM	Stella Newman, Town Clerk/RFO
MEETING DATE	26 th September 2022
SUBJECT	Update on the Friendly Fox interactive game at Chatsworth Park and to ratify posters being put up

1. INTRODUCTION

At the meeting in May 2022 it was unanimously recommended to give further consideration to future proposals for the interactive game and give support by providing information Develop Outdoors may need about the park for any grant applications they make and that they can use Chatsworth Park as a site for the game.

2. INFORMATION

The game is being devised by Cate Grundy from Friendly Fox with assistance from Develop Outdoors. Cate recently requested permission to put up posters in the park asking for the public's help in developing ideas for the trail. The request was agreed by a majority of the Committee via email.

Further details and results from the consultation are awaited from Develop Outdoors and/or Cate Grundy.

3. RECOMMENDATION

To ratify putting up of the posters... *see attached.*

4. ENVIRONMENTAL IMPACT

We must consider the proposed areas of the park to be used to protect the habitat.

5. FINANCIAL IMPLICATIONS

N/A



Wild Adventures: Interactive trail

Welcome to Chatworth Park. We want to tell you about our plan to install an innovative interactive trail, designed to encourage young people to play and learn outdoors in nature. You can also get involved, more details below.

A trail of woodland characters will be found around the park, suggesting physical activities to immerse children in the landscape.

Research shows older children can lose interest in playing in nature, yet this is when they start to remember experiences and form habits. We want to use their fascination with screens to re-engage them with wildlife and the outdoors, for their health and wellbeing.



With thanks to Sussex Community Foundation who are funding the project.

This is a collaboration between Friendly Fox Design, Develop Outdoors, with permission from Telscombe council. For more information about trails please email: info@friendlyfoxgames.com

Design Competition!

We want to involve local children and families as far as possible in developing the trail. Contact Develop Outdoors to participate in design workshops and the best ideas will be included!



- To see how it works download the Artive App using the barcode for iPhone. Or go to the Google play store for Android.
- Open the App and scan the fox image

To get involved contact: developoutdoorscic@gmail.com

AGENDA ITEM	19
REPORT TO	Amenities & Civic Centre
REPORT FROM	Bianca Buss, Amenities Officer
MEETING DATE	26 th September 2022
SUBJECT	To ratify response to resident bordering Chatsworth Park

1. INTRODUCTION

At May's Amenities & Civic Centre Committee meeting, Councillor's considered a request from a resident in Manor Drive who borders Chatsworth Park. They wanted to replace their fence bordering the park and asked if either the Town Council or they could cut back the vegetation to allow them to do this.

2. INFORMATION

The Committee considered the request and it was agreed by a majority, that having taken into account the boundary policy, the Council will manage the current ecology of the boundary of the park where it borders Manor Drive by undertaking no works and that the resident can undertake fence replacement work to their property without any cutting or clearing of vegetation. Cllr Gallagher was against and Cllr Judd abstained. I informed the resident accordingly.

The resident re-contacted me a few weeks later to advise they asked a fencing company to undertake the fencing work and they informed them they were unable to carry out the works as the ground level in Chatsworth Park is higher than their garden and the amount of vegetation would make it impossible to replace. The residents asked if Councillors could visit the site so they could show the issues they face. As Chair and Vice Chair of this Committee, Councillors Clarkson and Selby attended the residents' property. The resident said that the reason the ground level is higher in Chatsworth Park is due to historic works taking place to the property by previous owners who deposited a lot of rubble on the park side of the fence. The residents asked if they could clear approximately 15 meters of the fence line back by no more than 0.5 meters, for them to be able to install their fence. Cllrs Clarkson and Selby sympathised and asked the Committee to re-consider the request.

I therefore emailed Councillors accordingly and that any cuttings be removed and taken away by the residents. Five out of nine Committee members responded positively and as this was a majority response, the resident was informed they could clear the vegetation along 15 metres from the fence line by 0.5 metres deep and that they will need to clear and remove any vegetation themselves. The residents agreed to this stipulation in writing.

3. RECOMMENDATION

It is recommended to ratify this decision.

AGENDA ITEM	20
REPORT TO	Amenities & Civic Centre
REPORT FROM	Bianca Buss, Amenities Officer
MEETING DATE	26 th September 2022
SUBJECT	To consider adding equipment in Chatsworth Park

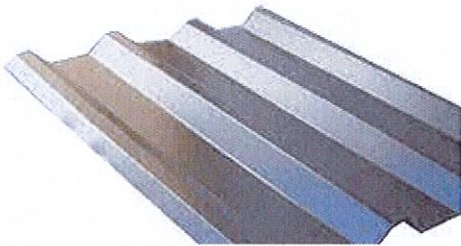
1. INTRODUCTION

Councillor Clarkson has asked if the Committee would consider several items of equipment being added in Chatsworth Park.

2. INFORMATION

The items are as follows:-

4 Reptile tins



These are pieces of corrugated tin/iron measuring 500mmx5000mm. As reptiles are cold blooded, they are not fully active until they warm up. Reptile tins absorb heat and reptiles bask under them until ready to move. The tins will be free to the Council and will be marked either in paint or with a highly visible sticker advising that they are the property of Telscombe Town Council and are reptile tins and are not to be touched or moved. Cllr Clarkson would like two added to the wildflower area on Kirby Drive and two in the bank on Ambleside Avenue, near the hibernacula. These would be installed when the wildflower growth is significant enough to shield them from view.

2 compost bins



These are useful for volunteers in the park to dispose of green waste, but are also great habitat for mice, snakes, lizards and toads. The first bin has already been placed in the pine tree area along Ambleside Avenue, near to where the pond will be created. It is proposed that a second bin be installed into a suitable bed in the north of the park near the memory garden. These are at no cost to the Council and will be made from recycled pallets, measuring 30 inches high, by 38 inches deep and 34 inches wide.

1 water collector



A proposed picture is shown above, however the final design may vary. Cllr Robinson has donated a water butt for this purpose, but a frame will need to be built. It is recommended that this be placed at the north end of the park near the memory garden in the New Year.

3. RECOMMENDATION

To consider Cllr Clarkson's request to add 4 reptile tins, 2 compost bins and 1 water collector in Chatsworth Park.

4. ENVIRONMENTAL IMPACT

All items will have a positive environmental impact to Chatsworth Park and the surrounding area.

5. FINANCIAL IMPLICATIONS

None.

AGENDA ITEM	21
REPORT TO	Amenities & Civic Centre Committee
REPORT FROM	Bianca Buss, Amenities Officer
MEETING DATE	26 th September 2022
SUBJECT	To consider way forward with planting a hedgerow at the Copse

1. INTRODUCTION

At the Amenities & Civic Centre Committee meeting in May, it was agreed to plant a hedgerow at the Copse on the Telscombe Cliffs Way side, where there is gapping north of the pathway leading through the Copse.

2. INFORMATION

The Town Clerk was successful in an application to obtain 2 free hedge packs from the Woodlands Trust, which would need to be planted by volunteers before March 2023. We have since received confirmation from the Woodlands Trust that the two packs of 30 saplings will be delivered between 31st October and 11th November, which includes protective spirals and canes.

3. RECOMMENDATION

That the Committee consider when we would like the hedgerow to be planted and by whom. It is recommended that we use volunteers to plant free of charge.

It is also recommended the Committee consider a way forward on consulting with an ecologist. No prices have been obtained as yet.

4. ENVIRONMENTAL IMPACT

The border of the Copse is highlighted as a red zone in the ecological report, which means that no works can be undertaken without prior consultation from an ecologist.

5. FINANCIAL IMPLICATIONS

There will be a cost for consultation from an ecologist.

AGENDA ITEM	22
REPORT TO	Amenities & Civic Centre Committee
REPORT FROM	Stella Newman, Town Clerk
MEETING DATE	26 th September 2022
SUBJECT	To note new server battery back-up (UPS)

1. INTRODUCTION

We recently had a power outage at the Civic Centre and the server shut down as the uninterruptible power supply (UPS), otherwise known as the battery back-up had failed.

2. INFORMATION

Northstar checked and advised it had lasted well, being 14 years old, and needed replacing. They quoted £352.74+VAT & delivery for a replacement with the fitting to be covered under our contract. I advised all Committee members that I was going to authorise replacement under my delegated authority unless I heard to the contrary by 19th August which I didn't. I confirm that replacement has now been carried out.

3. RECOMMENDATION

It is recommended to note the replacement.

4. ENVIRONMENTAL IMPACT

n/a

5. FINANCIAL IMPLICATIONS

This will be funded from the 'equipment' budget for the Civic Centre, code 4407-301.

AGENDA ITEM	23
REPORT TO	Amenities & Civic Centre Committee
REPORT FROM	Stella Newman, Town Clerk/RFO
MEETING DATE	26 th September 2022
SUBJECT	To agree new lift service contract and repairs carried out

1. INTRODUCTION

We last renewed the service contract in March with Gartec, being the company who installed the lift. We have continued with them servicing it since. Unfortunately, we have been experiencing a problem with the lift for over a year which Gartec haven't managed to sort and it hadn't been working at all since April.

2. INFORMATION

In May Gartec quoted a price of just over £1,000 to replace 3 contactor blocks and Cathy who was the ACC Chair at the time, agreed the price along with myself under our delegated powers. However, the company visited 3 times, once without the relevant parts to fix it, and after the last visit with the parts in hand to install, they advised they couldn't repair it and needed to check with their technical department and would get back to us. Despite chasing they did not respond.

We could not carry on without a working lift and I therefore obtained call-out prices from local lift companies and got Sussex Lifts to come out and take a look at with a view to repairing it. Their call out charge was very reasonable compared to the others.

Their engineer visited and advised that parts had been wired up wrongly which was a potential fire risk and the lift was trying to go up and down at the same time which is why it wouldn't work. The engineer advised that he could carry out the re-wire which would solve the problem, so I gave him the go-ahead. Their charge including the call-out was £130 plus VAT and I authorised this expenditure under my delegated authority.

3. RECOMMENDATION

In view of the circumstances, I have cancelled the service contract with Gartec and requested a refund of the remaining fee paid. I therefore recommend ratifying cancellation of the Gartec contract and that we take out a service contract with Sussex Lifts.

4. FINANCIAL IMPLICATIONS

Sussex Lifts charge £150 for 2 services a year and their callout charge is £65 per hour. Gartec's service plan was £377 for 2 services and their callout fee was £195.

AGENDA ITEM	24
REPORT TO	Amenities & Civic Centre Committee
REPORT FROM	Bianca Buss, Amenities Officer
MEETING DATE	26 th September 2022
SUBJECT	Future Events Update/Agreement

1. INTRODUCTION

The events working group met in August to discuss events for the forthcoming year.

2. INFORMATION

The following events were discussed:

Macmillan Coffee Morning: It was agreed to hold the coffee morning from 10am to 12 midday on Thursday 29th September. Any donations for cake, raffle or time on the day will be much appreciated.

Halloween: The party entertainer has now been booked at a cost of £125 and it has been agreed not to include food to keep the price down. The £4 ticket price per person (or £3.50 if booked before the end of September) includes a small sweet packet/lolly and either hot or cold drink. Cllrs Clarkson, Gallagher, O'Connor and Robinson have all kindly volunteered to host this event. Tickets can be bought from the Civic Centre or Wander Coffee.

Christmas morning: The group wanted to hold this important event again for this year between 10am and 12 midday. Cllrs Judd and Robinson are happy to run the kitchen and Cllr Clarkson has also offered to attend on the day. A decision regarding serving food will be made nearer the time, but it is anticipated to serve sausage rolls and mince pies.

Bounce at the Park: Brighton Bouncy Castles have contacted the Town Council to seek permission for them to run a 'bounce at the park' session in Chatsworth Park. They bring a large range of inflatables in a netted area to suit most ages up to 12 years old. Everything is run by the company which includes power, staff, first aid, safety signage and they have their own public liability insurance. They will offer us 15% of the total profits. The events working group have agreed this and it has been booked for Monday 3rd and Tuesday 4th April 2023, during the school Easter holiday.

Summer Fayre: An Officer from Peacehaven Town Council asked if Telscombe Town Council would consider holding a joint summer fayre in 2023. This was taken to the working group who felt it would be a good idea as elections will be held in 2023 and we require Councillor volunteers to run the event. This was fed back to the Officer and Peacehaven Town Council took this to their own Councillors. They agreed not to hold a joint summer fayre but suggested the two Town Councils hold a separate event every other year, so we are not competing for sponsorship, etc. We need to decide if we are in agreement with this and to hold our event in 2024.

3. RECOMMENDATION

To note the above information and that we respond to Peacehaven Town Council with our agreement that the two Town Councils run a summer fayre on alternate years.

4. ENVIRONMENTAL IMPACT

Minimal.

5. FINANCIAL IMPLICATIONS

The Town Entertainment budget is showing as overspent by £202, but we have received income of £690 over budget which equals this out. Most of the income and expenditure related to the summer fayre.